Job Title: Coordinator of Religious Education II  
Department: Faith Formation  
Job Grade: M-1  
Category: Exempt  
Reports to: Pastor

Position Overview:
The Coordinator of Religious Education II, with direction from the Pastor, is responsible for providing Christian formation, religious education and sacramental preparation to members of the parish faith community. The goal of the Coordinator of Religious Education is to help adult persons who wish to enter the church and existing parishioners nurture a love and devotion to their Catholic faith and identity. The Coordinator of Religious Education ensures that the curriculum, volunteers, and the implementation of all religious education programs for adults support the teachings of the Church and encourage opportunities for involvement in parish life.

Essential Job Functions:

- **Staff and Volunteer Management**
  - Recruits volunteers for adult involvement in religious education programs.
  - Ensures Safe Environment compliance to Diocesan guidelines for volunteers.

- **Communication**
  - Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among adults who participate in the program.
  - Ensures that all curricula for adult religious education programs support the teachings of the Catholic Church and the Parish mission statement.

- **Curriculum Development**
  - Plan and evaluate program curricula for adults.
  - Reviews and order textbooks/online curricula for adult programs as needed.
  - Reviews all parish program calendars to ensure no conflicts.
  - Acts as a resource person in methods and some areas of theology.

- **Spiritual and Professional Growth**
  - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats and institutes, while keeping continuing education costs within budget guidelines.

- **Administrative Functions**
  - Timely submits bills and consistently reviews expenses to ensure compliance with budget.

- **Parish Leadership**
  - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.
**Non-Essential Job Functions:**
- Participates in religious education meetings, Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends Diocesan meetings related to religious education.
- Attend parish functions when possible.

**Requirements:**
- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- MDiv/MA Degree in Religious Studies or related field or three to five years of experience in the religious education field.
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events.
- Good software skills, including Microsoft Office (or equivalent), PDS, Constant Contact, etc.
- Must be able to have flexibility in work hours

Please send application to Aura Mendieta at am.sjcpinole@gmail.com. Deadline is September 17, 2021. Hire date will be October 1, 2021.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.