



Job Title: Evangelization and Faith Formation Assistant  
Department: Evangelization and Faith Formation  
Reports to: Director of Evangelization and Faith Formation  
FLSA Status: Part Time Hourly (20-28 hours/week)  
Prepared By: Dr. Maria Garcia  
Prepared Date: 8/25/2020  
Approved By: Fr. Adam Mauman  
Approved Date: 10/7/20

## **SUMMARY**

Assist the Director of Evangelization and Faith Formation with the organization of Religious Education, RCIA, Sacramental Preparation, Social Services Orientation, Welcoming the needy.

Assist the Director of Evangelization and Faith Formation with the organization of Retreats, Multicultural Festival, Posada, Conferences, Vacation Bible School, Parochial Bible School, Zoom classes, Facebook Faith Formation Contents, First Communion and Confirmations' Liturgies.

Applicants must be practicing Roman Catholics and have some knowledge of the teachings of the faith.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- To be present, ready to work and on time for all scheduled hours.
- Prepare general correspondence with the families and students as requested by the Director of Evangelization and Faith Formation.
- Provide clerical support to the Director of Evangelization and Faith Formation on Retreats, Multicultural Festival, Posada, Conferences, Vacation Bible School, Parochial Bible School, Zoom classes, Facebook Faith Formation Contents, First Communion and Confirmations' Liturgies.
- Organize attendance sheets for Religious Education, Vacation Bible School and the Parochial Bible School.
- Prepare brochures and other promotional materials.
- Maintain all Evangelization and Faith Formation supplies.
- Update and manage registration lists and database.
- Prepare any service programs and other liturgical materials for Evangelization and Faith Formation programming.
- Handle routine questions about Evangelization and Faith Formation policy and procedures.
- Prepare mailings as needed
- Prepare and send emails as needed
- Other duties may be assigned.

- Assists on days of Sacramental preparation and presentation, including First Reconciliation, First Eucharist retreat, First Eucharist, etc.

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree highly recommended.
- Catechetical Formation and experience.
- Strong written, verbal, and computer skills are required.
- Proficient in MS Office Applications (Word, Outlook, Excel, PowerPoint)

## **LANGUAGE SKILLS**

- Bilingual; reading and writing skills in English and Spanish is required.
- Excellent written and oral communication skills.

## **REASONING ABILITY**

- Inductive and deductive reasoning.
- The ability to organize and plan.
- Ability to multi-task projects and prioritize tasks to complete on time with positive results.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Able to move about the work environment
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary.

## **WORK ENVIRONMENT**

- The hours of this position are 20-28 per week.
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.
- Able to work a flexible schedule including evenings, and weekends as required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.