



St. Patrick's Catholic Church
Elkhorn, NE
Job Description

Title: Religious Formation Administrative Assistant

General Description: Provides administrative and organizational assistance to the Religious Formation Program.

Qualifications: Practicing Catholic. High School diploma is required. Excellent communication, interpersonal and organizational skills are a must. Experience with MS Office; Word, Excel, Publisher and Power Point are required.

Hours: This position is a year-round, 40 hours per week position. Must be available on Wednesday afternoons and evenings and occasional weekend hours are required based on program needs for sacrament preparation and celebrations.

Physical Requirements: Must be able to stand and walk for long periods of time during set-up and tear-down for sacrament retreats and celebrations. Occasional lifting up to 30 pounds.

Responsibilities:

- Answer phone inquires, assist families with the registration process and answer general inquiries regarding our parish Religious Formation Programs.
- Prepare weekly electronic communication to update and inform families of important dates and issues that concern their child's religious formation.
- Maintains and updates permanent records in the Parish Data Base for the Religious Formation Program to include; student and class lists, volunteer lists, attendance, catechist's education, sacrament records, ministry positions and safe environment records for volunteers. Maintain family files. Record fees, deposits and expenses to assist with the budget process.
- Assists the Director of Religious Formation in the recruitment, retention, scheduling and ongoing support of catechists and volunteers in programs coordinated by the Office of Religious Formation.
- Assists with calendaring, scheduling and set-up for class sessions, meetings, retreats, sacrament celebrations, in-services, and other functions coordinated by the Religious Formation Program.
- Photocopy, compile handbooks and other materials for the education and development of students and catechists in the Religious Formation Program.
- Maintain and order supplies and catechetical materials for the Religious Formation Program.
- Performs other related administrative/clerical duties as assigned.

Benefits: After one-year employment, employer will make monthly contributions to a 403B plan. Reduction in tuition is available to parents who have children enrolled in the parish RF program or the 5-day school. Individual health insurance-95% premium paid by church, employee pays difference. Family coverage is available. Holidays and Paid Time Off (PTO) PTO accrual is based on length of service.

Employment is contingent upon attending a Safe Environment Training course and completing a background check as required by the United States Conference of Catholic Bishops.

(Updated 07-02-2018)