

## **HOLY FAMILY CATHOLIC CHURCH**

### **Administrative Assistant for CCE**

#### **Summary**

The Administrative Assistant serves Holy Family Church's diverse community by providing support primarily to the Director of Religious Education and Coordinators of Religious Education, and all the associated programs while also collaborating with our ministry servants as everyone works towards a common goal of serving families, adults, children, and youth.

This key team member provides support with administrative responsibilities, liturgical and sacramental preparation and celebrations, as well as events and meetings. This is a part-time position requiring some evening hours, some weekends, and a few holidays.

#### **Qualifications and Skills**

Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. (Cf. National Directory for Catechesis, 54 B 5).

- Minimum of 2 years administrative assistant experience or equivalent
- High School diploma/GED or equivalent
- Fluent and proficient in grammatically correct, written and spoken English and proper Spanish
- Due to its unique ministerial nature, this position requires, practicing Roman Catholic,
- Demonstrated proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Publisher and Outlook/email; experience with Adobe Acrobat and database software a plus
- Prior experience in Catholic Religious Education is a plus otherwise an understanding of a religious-based organization and environment preferred
- Creative self-starter with exemplary time management skills in order to pace self to handle multiple projects and concurrent deadlines to serve multi-track programs and coordinators
- Demonstrated detail orientation with excellent organizational skills
- Demonstrated sound work ethic and sense of responsibility
- Demonstrated ability to handle confidential and sensitive matters in a timely manner, using good judgment and discretion
- Demonstrated interpersonal skills with spirit of cooperation and collaboration
- Demonstrated professional demeanor and a positive, hospitable and respectful attitude
- Demonstrated ability to learn and develop the religious education database and other applications as required.
- Demonstrated self-development and continuing commitment to develop position related skills as needed.

## **Detailed Duties**

### ***Department Programs (English & Spanish) that the Administrative Assistant will provide clerical support to include, but are not limited to:***

- Faith Formation (PreK-12<sup>th</sup>)
- Adult Faith Formation
- Sacrament Prep Programs
  - o Baptismal Prep & Coordination
  - o Reconciliation / Eucharist Prep
  - o Confirmation I & II
  - o RCIA (adults)
  - o RCIC (children – Group I & Group II)
  - o Adult Confirmation
- Children's Liturgy of the Word
- Youth Ministry (Middle School, High School)
- Quinceañeras
- Vacation Bible School
- Parish Mission

### ***Detailed duties and responsibilities include:***

- Responsible for assisting in handling administrative functions include, but are not limited to:
  - o Finances
    - Tuition Administration (i.e. issuing receipts, ParishSoft entry, reconciliation, issuing invoices, collections, etc.)
    - Purchases/procurement as directed by CCE dept for budgeted expenditures and by the Business Manager for unbudgeted expenditures.
- Procurement
  - o Records expenditures against department budgets
  - o Maintains CCE office supplies inventory and makes purchases as necessary
  - o Procures supplies and materials for department-related activities and events
  - o Procures and maintains resource materials
  - o Assists with account reconciliation
  - o Under direction, places textbook orders as necessary
  - o Reconciles shipment w/order, etc.
- Program Support/Assistance
  - o Prepares materials that have been developed by the staff as required and/or requested (i.e. updating, copying, printing, assembling, etc.)
  - o Obtains (i.e. purchases or gathers from existing inventory) and organizes supplies as directed by staff as required and/or requested
  - o Participates in calendar planning:
    - Registration
    - Attendance records
    - Volunteer records

- Daily administrative operations, including but not limited to:
  - Interacting with parents, visitors, and vendors
    - Provide overviews and information re: various programs, sacrament preparation, events, procedures, requirements
  - Answering phone calls and emails
  - Translating materials
  - Maintaining office equipment and related supplies
  - Maintaining program calendars
  - Maintaining program informational pamphlets, booklets, etc.
  - Maintaining records and databases
  - Providing Ministry volunteer coordination assistance as directed by the Business Manager or CCE staff
  
- Registrar
  - Register families
    - Assist staff on CCE Registration Sundays as well as ongoing registrations
    - Data entry into program database
    - Maintain hard copies of original registration forms/files
  - Provides class rosters, attendance charts, family listings
  - Provides report of enrollment stats during CCE staff and/or Parish staff meetings
  - Maintains attendance records to record student and catechist attendance
  - Tuition and fee administration: recording, depositing, billing, collections, reconciling, reporting
  - Maintains documentation of students enrolled in Sacramental Preparation programs (i.e. birth certificates, baptismal records, godparent sacrament verification, etc.) and records sacraments in parish official record books in addition to submitting info to corresponding parishes.
  - Responds to requests from other parishes regarding sacraments (i.e. first communion and confirmation) and/or CCE attendance records
  - Produce and maintain class rosters with applicable alerts regarding special needs students
  - Coordinate mailings and communications
  
- Provide ongoing clerical support for the Security ID/Badge System implementation and maintenance
  
- Event planning and preparation: including, but not not limited to:
  - Promotion/Publicizing events (electronically or hardcopy)
  - Maintaining participant registration forms, documents and fees
  - Procure necessary supplies under direction of CCE staff
  - Arrange for meals as necessary in coordination with Coordinators
  - Confirm and arrange A/V as requested by CCE staff
  - Assist with set-up and dismantle arrangements, as needed
  - Assist with related administrative tasks, i.e. name tags, program agendas/booklets, handouts, etc.

- Facility Coordination
  - o Request facility reservations as directed by CCE staff for programs, meetings, events and activities
  - o Submit work orders as required
  
- Support communication initiatives in hardcopy or electronic format, including but not limited to:
  - o Calendars
  - o Flyers to parents
  - o Bulletin announcements
  - o Announcements for social media
  
- Liaison with and supports CCE staff including but not limited to catechists, catechist assistants, catechist substitutes, office volunteers, facilitators, security teams, hospitality teams, kitchen volunteer crews, babysitters, etc.

**Physical Demands and Work Environment**

- o Lifting of weight in accordance to the catechetical sessions and Parish programming
- o Able to walk and stand prolonged hours as required by the Parish catechetical sessions
- o Must be able to work a flexible schedule as needed
- o General office environment and on some occasions working outside in various temperatures and weather conditions

**Scope of Position**

- o Non-exempt, part-time position. It is understood that the hours will be set to serve the needs of the Parish. The Office is closed on Archdiocesan holidays.

**How to Apply**

- o Submit your cover letter and resume via email to [information@holyfamilychurch.us](mailto:information@holyfamilychurch.us) with the subject line: CCE ADMINISTRATION POSITION APPLICATION.