

Catholic Community Faith Formation Youth Ministries

Job Description: Faith Formation-Youth Ministry Program Assistant

Overview

The Faith Formation-Youth Ministry Program Assistant provides administrative and ministerial assistance and support to the Director of Religious Education for the Faith Formation and Youth Ministry programs.

Responsibilities

- Assists with program design, implementation and administration
- Promotion of programs and events
- Assisting with program and event in-person supervision
- General office duties; including copying, filing, creating documents, brochures and flyers, email, phone, etc.
- Maintains registration, medical, permission and other forms necessary for program participation
- Maintains and manages website, social media, calendars, program and events marketing / promotion
- Provides information by answering questions and requests
- Receipt and accountability of program and event fees
- Assists with workflow recommendation by studying methods and processes; and developing and monitoring measurement and reporting procedures
- Recommends creation and revision of systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout
- Substitute chaperone and/or catechist, as needed
- Represent DRE at various Faith Formation - Youth Ministry meetings and events

Role Requirements

Practicing Catholic in good standing with the Church
Safe and Sacred Training including background check (required for employment)
Program administrative skills
Microsoft Office and general computer experience
Ability to multitask and manage processes
General organization skills
Professionalism and enthusiasm
Problem solving
Ability to follow direction and supervision
Good communication skills
Social Media knowledge
Team player: works well with staff, volunteers, youth
Travel required
Flexible hours depending on program needs, including evenings and weekends
Confidentiality and Safeguarding of sensitive information and records
Ability to perform physical activity. Must be able to lift 30 lbs.

Role Desirables

Experience with or ability to learn to update website articles, pictures and files, etc.
Previous experience with faith-based and/or youth programs
Fundraising experience
Ability to speak, read and understand Spanish