

Title: Confirmation Office Assistant
Agency: St. Mary Immaculate Parish, Plainfield, IL
Reports To: Confirmation Director
Work Schedule Status: Part-Time, Non-Exempt, Up to 25 hours per week
(There is some flexibility in the work schedule. Any request for an adjustment in days worked/hours per day should be discussed with the Confirmation Director.)

Job Summary

The Confirmation Office Assistant is part of the support staff in the Confirmation Department of the Religious Education Office of St. Mary Immaculate Parish. As a ministerial position, it requires supporting the mission of the Catholic Church and representing the Church appropriately in word and demeanor. Customer service is of prime importance. The assistant will interface with another staff member who will work afternoon/evening hours.

The Confirmation Office Assistant should have a good command of the English language, both oral and written. He or she should be able to process information and prioritize work by deadline and importance. A strong attention to detail and the ability to work independently is a must. This person should be task oriented, thorough and focused on accomplishing the goals of the department, while still maintaining a pastoral approach to the needs of families and catechists.

I. Duties & Responsibilities

- Communicate with parents and mentors in person, by phone and email and keep accurate records of transactions
- Effectively communicate with the Director/evening staff member about the status of situations and the tasks that need to be completed
- Take registrations and tuition and process them accurately
- Send out tuition billing statements to families
- Learn and effectively use Camino, which includes data entry and categorizing information
- Maintain student and catechist records
- Track student forms and assignments
- Copy and assemble materials for distribution at trainings, retreats, large group events, and classes
- Organize work and schedule volunteers to complete tasks
- Prepare reports, labels, and certificates
- Report sacrament information to the parish office and to each student's church of Baptism
- Manage office supply inventory
- Be able to lift up to 25 lbs. when necessary
- Prepare and transport materials for evening events, including Parent/Teen and weekly classes
- Prepare seating chart for Confirmation Day
- Other duties, as assigned

II. Preferred Skills:

- Ability to project the office needs of the department and develop a plan to accomplish these needs in a timely and effective way
- General computer abilities with strong competency in Microsoft Word and Gmail
- Verbal and written ability to communicate effectively with parents, students, and staff
- Recruiting, coordinating, training, and supervising volunteers
- Ability to organize and maintain a functional and uncluttered workspace

III. Education/Qualifications:

- Must be a practicing Catholic
- 2 years of college or the equivalent
- 3-5 years office experience, some supervisory experience preferred
- Ability to communicate in Spanish a plus
- Must support the mission, philosophy, objectives and policies of St. Mary Immaculate Parish, the Catholic Church and the Diocese of Joliet.

Interested candidates, please email a resume and cover letter to Laura Van Ham at LVANHAM@smip.org