

Title: Faith Formation Administrative Assistant
Parish: Notre Dame Catholic Church, Clarendon Hills, IL
Reports To: Parish Administrator
Position: Part-time, Unbenefited
20 hours per week

Notre Dame Catholic Church is located in Clarendon Hills, IL and is committed to the New Evangelization. Our parish vision is to offer every person a life-changing encounter with Jesus so all might be rescued and have abundant life.

JOB SUMMARY

The Faith Formation Administrative Assistant is responsible for support for the offices of Faith Formation. As a member of a team the Faith Formation Administrative Assistant participates in the mission, goals and objectives as set forth by the parish leadership.

DUTIES & RESPONSIBILITIES

- Receive and post all Religious Education registrations to Camino.
- Export/advise Business office of Religious Education tuition payments.
- Prepares and sends ongoing communication to Religious Education families.
- Order and organize supplies as needed.
- Maintains accurate and current student/family records in the parish database as well as in the files, including but not limited to registration, tuition and registration payment management, attendance and emergency records.
- Assists the DRE with communication to families and catechists.
- Prepares certificates and programs for sacraments.
- Assist with parish duties on occasion for events and support at Parish Reception desk.
- Assist with Adult Formation as needed.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

REQUIREMENTS

- Proficient in Microsoft Office.
- Experience providing administrative support.
- General knowledge of building systems.
- Ability to work flexible hours including weekends and holidays if needed.
- Must be proactive and supportive of the parish's purposes, goals, policies and programs.
- Good interpersonal skills are essential.
- Desire to serve and empower the church.
- Committed to the mission, vision, and values of Notre Dame Parish and the Diocese of Joliet.

WORK SCHEDULE

- This is an hourly position requiring 20 hours per week, with additional hours as necessary
 - Sundays, 9:00 a.m. – 12:00 p.m.
 - Tuesdays, 9:30 a.m. – 5:30 p.m.
 - Another day to be determined – 8 hours

SALARY & BENEFITS

Hourly rate is \$22.00 with paid personal leave days.

***Interested candidates should send their resume and cover letter to
cjain@notredameparish.org.***