

Title: Religious Education & OCIA Secretary
Agency: St. Dominic Parish, Bolingbrook, IL
Reports To: Pastor
Position: Part-Time, Non-Exempt

Job Summary

St. Dominic Parish is seeking a welcoming, organized, and service-oriented Religious Education & OCIA Secretary to support the daily ministry and administrative operations of our Religious Education and OCIA programs. This position serves as an important point of connection for children, families, catechists, volunteers, and parishioners by helping create organized, welcoming, and faith-filled experiences. The ideal candidate enjoys working with people, managing multiple tasks, and supporting the mission of the Catholic Church through hospitality, communication, and administrative excellence.

I. Duties & Responsibilities

Administrative & Program Support

1. Provide administrative and clerical support for Religious Education and OCIA programs
2. Maintain confidential student, sacramental, attendance, and program records accurately
3. Prepare rosters, forms, certificates, correspondence, and ministry materials
4. Assist with registrations, scheduling, classroom assignments, and calendar updates
5. Enter and update information in parish databases and office systems

Family & Volunteer Engagement

1. Serve as a welcoming point of contact for families, catechists, volunteers, and parishioners
2. Communicate program information in a professional, pastoral, and respectful manner
3. Prepare classroom materials, packets, copies, supplies, and ministry resources
4. Support catechists and volunteers with administrative and communication needs
5. Assist with attendance, check-in procedures, and program logistics

Sacramental & Event Coordination

1. Provide administrative support for sacramental preparation programs including:
 - First Reconciliation
 - First Eucharist
 - Confirmation
 - OCIA Programs and Activities
2. Prepare participant lists, certificates, and event materials
3. Assist with event setup, attendance support, and follow-up communication

II. Education/ Qualifications

- High School Diploma or equivalent required
- Previous administrative, office, customer service, education, church, or nonprofit experience preferred
- Strong organizational, communication, and multitasking skills
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet
- Proficiency with Microsoft Office, Google Workspace, and general office technology
- Ability to maintain confidentiality and accuracy
- Experience working with families and volunteers preferred
- Bilingual English/Spanish preferred but not required
- Familiarity with parish database systems is a plus

III. Personal Qualities

- Warm, welcoming, and service-oriented presence

- Supports and respects the mission and values of the Catholic Church
- Dependable, flexible, and attentive to detail
- Enjoys creating a positive experience for families and parishioners
- Desire to contribute to building a vibrant and faith-filled parish community

IV. Salary Range & Benefits

- Hourly range is \$15 - \$16 per hour, depending on experience.
- Paid personal leave days.

V. Schedule

- August – May (10–15 hours per week)
- June – July (6-10 hours per week)
Schedule to be determined based on program needs and parish calendar.
- This position may require:
 - Some evening hours during Religious Education, OCIA, sacramental preparation, and special events
 - Occasional weekend hours and some evenings hours required

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.

To Apply for this amazing opportunity, please send cover letter and resume to Eva Ruiz at businessmanager@stdominiccc.org. Please reference Religious Education & OCIA Secretary in subject line of email.