

Title: Administrative Assistant for Youth Ministry
Parish: St. Margaret Mary Parish, Naperville, IL
Reports To: Director of Youth Ministry
Position: Part-Time, Nonexempt, Non-Benefited
M-F with some weekends, up to 29 hours / week

Job Purpose: St Margaret Mary Parish is seeking an Assistant to the Youth Minister who will play a pivotal role in supporting the Youth Ministry program.

I. Essential Duties:

A. Youth Ministry and Faith Formation Support

- Assist the Director of Youth Ministry and Pastor in projects and tasks that will grow the four-year path of discipleship for high schoolers.
- Administer registrations, schedules, and communications for various programs, including Youth Group, Retreats, and the Steubenville Youth Conference.
- Support volunteers
 - Invite and instruct volunteers serving at our events.
 - Ensure that volunteers are Virtus-certified and Franciscan-certified.
 - Disseminate safety training information and materials.
- Coordinate event details
 - Create and disseminate RSVP forms & feedback sheets.
 - Obtain and track registrations for events.
 - Submit setup requests in advance and help with event setup.
 - Gather, pack, and provide supplies.
 - Improve and edit our “master event plan” documents year by year.
 - Provide basic hospitality for guest speakers and participants.
 - Accommodate participant needs.

B. Clerical Work

- Order materials as needed.
- Create visual aids for calendars and forms to help disseminate information.
- Produce timely flyers and bulletin ads.
- Organize and maintain basic information about the YM program on the website.
- Help create and maintain a professional SMMP Youth Ministry brand and format our official documents to look consistent within the "brand."
- Prepare deposit forms for money collected from registrations and donations.
- Organize records
 - Log & track expenses.
 - Process and maintain attendance and statistical records.
 - Keep an organized record of our resources & documents to be used for replicating YM events.
 - Maintain and organize youth ministry closets & spaces.
- Facilitate communications
 - Email communications to volunteers and youth ministry participants.
 - Describe to families how we can meet their teens’ faith needs.
 - Remind teens/families about upcoming events.
 - Collaborate with the DYM on official documents and information packets for our participants.
 - Frequently update contact lists and gather participant information.

II. Other Duties:

- Other duties as assigned to meet the ongoing needs of the organization.

III. Education/Qualifications

- Associate or undergraduate degree
- Proficient with Microsoft Office and/or Google Workspace, and tech-savvy
- Sensitive to and maintains confidentiality at all times
- Detail-oriented, organized, and double checks all work
- Driven to bring projects to the finish line
- Anticipates needs and is resourceful
- Excellent communication and interpersonal skills
- Ability to work as a team with parish staff, ministry leaders, and volunteers
- Works with minimal direct supervision
- Familiarity with a large Catholic parish environment is a plus
- All staff members are expected to adhere to our SMMP Core Values, especially those serving the Youth Ministry who serve as examples to the youth and their families.
 - Unite your work to God through prayer and pray for those you serve.
 - Maintain healthy teamwork and positive collaboration with the YM Team.
 - Continually seek spiritual opportunities to grow as a disciple of Christ.
 - Strive to grow as an Administrative Assistant through professional opportunities.
 - Attend Mass regularly, minimum weekly Sunday mass, to grow in Christ and be a joyfully Catholic role model.
 - Continually model all SMMP Core Values to the youth while serving them.

Working Conditions

General office hours are 10-4 PM, though there is flexibility. Some evenings and weekends are required for YM events, twice a month on average

Salary

Pay range is \$20 - \$22 per hour, depending on qualifications

Benefits

Paid personal leave days.

To apply for this position, please send cover letter and resume to Noelle Daugherty at ndaugherty@smmp.com. No phone calls, please.