

Job Title: Administrative Assistant
Reports To: Director of Evangelization
Parish: St. Mary's Catholic Church, Minooka, Illinois
Position: Part-Time, Nonexempt, Unbenefited

JOB PURPOSE

The administrative assistant will provide essential clerical and organizational support to the Office Manager, Religious Education (RE), Order of Christian Initiation of Adults (OCIA), Youth Ministry, baptism preparation, and liturgy programs. This role is key to ensuring smooth and efficient operations for ministries that form and nurture the faith life of the parish community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support:

- Maintain calendars, schedule, and contact lists for RE, OCIA, Youth Ministry, Baptism Prep, and Liturgy programs as needed.
- Prepare materials and assist with event planning and execution.
- Maintain organized digital and physical files, ensuring confidentiality of sensitive information.
- Prepare correspondence and other communications as needed.
- Be a local administrator for Virtus to ensure that all volunteers are compliant.

Religious Education (RE):

- Assist with student registration, attendance tracking, and communication with families and catechists.
- Help prepare materials and supplies for classes and sacramental preparation.
- Support the coordination of RE events, sacraments, retreats, and volunteer catechist needs.
- Send out sacrament of confirmation notifications.

Order of Christian Initiation of Adults (OCIA):

- Support the OCIA team by organizing documents and maintaining participant records.
- Assist with the coordination of catechetical sessions, sponsor communication, and sacramental records.

Youth Ministry:

- Support logistics for youth events, service projects, and retreats.
- Track participation and permission forms; assist with volunteer coordination.

Baptism Ministry:

- Track registrations and maintain baptism records for the parish.
- Prepare baptismal certificates.

Liturgy and Music:

- Assist with preparation of liturgical schedules, worship aids, and seasonal décor planning.
- Coordinate with volunteers, lectors, altar servers, and musicians as needed.
- Support liturgical celebrations and special Masses by organizing logistics and materials.

EDUCATION AND QUALIFICATIONS

- Practicing Catholic in good standing with a strong understanding of Church teaching and sacraments.
- Has a passion for the Catholic faith and will fully support St. Mary's mission of creating a portal to heaven in this place, in our people, and in those who do not yet know Jesus Christ.
- High school diploma required; associate or bachelor's degree preferred.
- Two plus years of administrative experience, preferably in a parish setting.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to handle multiple tasks, maintain confidentiality, and work both independently and collaboratively.
- Flexibility to work occasional evenings or weekends for ministry events when needed.
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

WORKING CONDITIONS

This is a Part-Time, Nonexempt, Unbenefited position working 5-15 hours a week as needed.

SALARY RANGE

Salary range for this position is \$15.00 - \$16.00 per hour.

BENEFITS

- Paid personal leave days

JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

To be considered for this position, please send a cover letter and resume to ctraub@stmarysminooka.com. Please reference Administrative Assistant in the subject line of email.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.