

Title: Religious Education & Ministry Operations Assistant
Parish: St. Scholastica Parish, Woodridge, Illinois
Reports To: Director of Religious Education & Faith Formation
Position: Part-Time, Unbenefited

Summary

St. Scholastica Parish is seeking a highly organized and detail-oriented individual to serve as our Religious Education and Ministry Operations Assistant to provide direct administrative support to the Director of Religious Education and Faith Formation. The Religious Education and Ministry Operations Assistant will assist in the administration and coordination of multiple parish ministries, including Religious Education, Sacramental Preparation, Weddings, Grief Ministry, Vacation Bible School, Adult Faith Formation, and special parish events.

The ideal candidate is proactive, technologically proficient, highly organized, and able to balance multiple projects and deadlines while serving with professionalism, hospitality, and compassion. The candidate should be comfortable working both independently and collaboratively, taking initiative when needed, supporting a variety of parish ministries, and helping ensure that programs, communications, and events run smoothly.

Key Responsibilities

- Provide administrative support to the Director of Religious Education & Faith Formation and Wedding Coordinator
- Assist with the Religious Education Program, including registration, attendance, sacramental records, and family communications
- Support wedding preparation processes, documentation, scheduling, and correspondence
- Assist with Grief Ministry communications, meetings, and special events
- Help coordinate Vacation Bible School planning, registration, volunteer management, and communications
- Support Adult Faith Formation opportunities and parish-wide programming
- Maintain databases, registrations, attendance records, and sacramental documentation
- Create newsletters, flyers, certificates, forms, and promotional materials
- Coordinate calendars, meetings, volunteers, and ministry schedules
- Monitor and respond to email communications in a timely and professional manner
- Maintain organized electronic and physical filing systems
- Welcome and assist families, volunteers, ministry leaders, and visitors with warmth and professionalism

Qualifications

- Strong administrative, organizational, and time-management skills
- Exceptional attention to detail and accuracy
- Ability to manage multiple projects and deadlines simultaneously
- Excellent written and verbal communication skills
- Strong proofreading skills with careful attention to grammar, spelling, formatting, and detail
- Proficiency in Microsoft Office, Google Workspace, Canva, Microsoft Word, Microsoft Excel, and general office technology
- Strong keyboarding and data-entry skills; *typing proficiency of 60+ words per minute preferred*
- Ability to learn parish management and registration software
- Self-motivated with the ability to work independently and proactively
- Strong interpersonal and customer service skills
- Ability to maintain confidential files & records
- Bilingual (English/Spanish) preferred
- Practicing Catholic preferred
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

Education & Experience

- High school diploma or equivalent required
- Associate or bachelor's degree in business administration, communications, education, ministry, or a related field preferred
- Prior administrative experience required
- Experience in a parish, school, nonprofit, or ministry setting preferred
- Experience coordinating volunteers, educational programs, church ministries, or community programs is preferred

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.

Salary

Hourly wages are \$16.00 - \$18.00, depending on experience.

Benefits

Paid personal leave days.

About the Role

This position is ideal for someone who feels called to support the mission of the Church through administration, hospitality, organization, and ministry support. The successful candidate will play an important role in helping families encounter Christ through the many ministries of St. Scholastica Parish.

To Apply

Interested candidates should submit a resume and cover letter to lgamino@stsparish.org.