

# ST. JAMES CATHOLIC CHURCH MENOMONEE FALLS, WISCONSIN

## Administrative Assistant

### I. IDENTIFYING INFORMATION

The Administrative Assistant works in collaboration with the Christian Formation staff. The Administrative Assistant is supervised/mentored by the Director of Christian Formation. The Administrative Assistant works a varied schedule with a combination of set and flexible hours according to the activities of the day and the season of the year. This is a part time, position with work hours averaging 24-28 hours/week.

### II. PRIMARY FUNCTION

The Administrative Assistant is responsible for helping to support various programs and activities for the families in the Christian Formation programs.

### III. POSITION CONTENT

#### MAJOR POSITION RESPONSIBILITIES

1. Maintains and coordinates the scheduling of volunteers as needed for programming.
2. Maintains accurate records of tuition and fees and prepares bank deposits on a weekly basis.
3. Coordinates the details of the Sunday Evening Liturgies (works with parish ministry leaders, Catechists, students, and others) with the Youth minister by assigning roles and responsibilities, weekly.
4. Assists with SOAL (St. James **O**lder **A**dult **L**earning) program including printing and mailing of brochures, maintains registrations and class assignments, serve as a kitchen co-coordinator for lunches, and assist volunteers and participants as needed.
5. Work with Youth minister in keeping records of service, sacramental information, permission slips, and other paperwork for Confirmation.
6. Act as a leadership presence at mutually agreed upon youth gatherings, including, but not limited to, Catechetical sessions, fundraising events, and service activities.
7. Helps to prepare both catechist and student materials/supplies throughout the year.
8. Office supports to Child, Youth, and Adult Ministers as needed and as able.

### IV. POSITION SPECIFICATIONS/REQUIREMENTS

#### SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Must be self motivated and possess strong interpersonal and communication skills, both written and oral.
2. Must be able to work collaboratively in a team setting.
3. Must have the ability to manage time appropriately and meet deadlines.
4. Must be familiar with technology, social media and other forms of communication.
5. Must maintain confidentiality at all times in all areas of responsibility.

### V. EDUCATION, TRAINING AND/OR EXPERIENCE

1. Must enjoy being with, and talking to our parishioners, especially young people.
2. Maintains a level of expertise in PDF and other computer programs as would be helpful in the church's office setting by participating in diocesan sponsored trainings, classes, or workshops.

### VI. WORKING ENVIRONMENT

1. Evening and week end work hours are required (Sunday evenings when the CF program is taking place).
2. Must have completed the "Safeguarding All God's Family" Program.
3. All personnel dealing with youth are subject to a background investigation.