

ST. JAMES CATHOLIC CHURCH MENOMONEE FALLS, WISCONSIN

Christian Formation Administrative Assistant

I. IDENTIFYING INFORMATION

The Administrative Assistant works in collaboration with the Parish and 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 weekday, weekend and evening hours. This is a full-time position with work hours averaging 32 hours per week.

II. PRIMARY FUNCTION

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

III. POSITION CONTENT

MAJOR POSITION RESPONSIBILITIES

1. Coordinates all areas of registration for Christian Formation.
 - Process registrations/fees.
2. Partners with Directors of Christian Formation and Administrative Services in accurate record keeping/requirements of Safeguarding and Background Checks for Catechists and Volunteers.
3. Maintains accurate Income and Expense records for Christian Formation Department. Assists Department in annual budget preparation. Assists with weekly bank deposits.
4. Attends, Coordinates and assists with the Administrative duties of the Gift Program.
5. Responsible for correspondence for all programs and activities (texts, e-mail, flyers, newsletters...).
6. Assists Director of Youth Ministry in all aspects of Annual Mission Trip.
7. Provide additional office support to Christian Formation staff as needed.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Must be a practicing Roman Catholic in good standing.
2. Must be self motivated and possess strong interpersonal and communication skills, both written and oral.
3. Must be able to work collaboratively in a team setting.
4. Must have the ability to manage time appropriately and meet deadlines.
5. Must be familiar with technology, social media and other forms of communication.
6. 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. Maintain a level of expertise in PDS (Parish Data Systems) and other computer programs as would be helpful in the church's office setting by participating in diocesan sponsored trainings, on line Tutorials, classes, or workshops.

VI. WORKING ENVIRONMENT

1. Evening and week end work hours are required
2. Must have completed the "Safeguarding All God's Family" Program.
3. All personnel dealing with youth are subject to a background investigation.