

Name of Parish: CATHEDRAL OF THE SACRED HEART

Position Title: Formation Assistant

Employer's Title: Rector

Immediate Supervisor: Minister of Children & Youth Formation and Minister of Adult Formation

Responsibilities and Tasks:

Assist with Formation programs and records

- Organization of formation resources and space
- Keeping program registration records
- Set-up and Clean-up with formation activities including some weekends
- Assist with purchasing supplies and forwarding appropriate documentation to accounting office
- Update Cathedral calendar as needed

Assist with sacraments including scheduling baptisms

Assist with keeping Sacramental Records

- Entering information into Sacramental Records books and PDS
- Prepares sacramental certificates when needed.
- Prepares sponsor letters as requested by registered parishioners for Baptism and Confirmations.

Social Media for formation activities

- Update website, Facebook, Twitter and other social media
- Send Flocknotes emails to parishioners
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Coordinate Formation Volunteers

- Enter volunteer information into church database
- Keep required volunteer forms such as background screenings and driver information

Publications:

- Produces needed formation publications
- Keep church entrance and parish hall stocked with publications
- Assists with publication of the parish bulletin

Requires

- Ability to lift 15 lbs.
- Ability to work flexible hours
- Ability to climb stairs
- Ability to learn programs such as Wordpress and Flocknotes

Qualifications:

- a. Good written and oral communication skills
- b. Strong working knowledge of computer software applications including Microsoft Word Office Suite
- c. Highly organized
- d. Professional and courteous manner
- e. Prior office experience
- f. High School diploma

Working Conditions:

This is a part-time 30-hour per week non-exempt, regular part-time hourly position. This will be a varied schedule that includes nights and weekends.

Salary and Benefits

This position will be paid on an hourly basis and is not exempt from overtime provisions of the Fair Labor Standards Act. Paid leave and health insurance is an added benefit along with participation in the employer matching 403B retirement plan.

Date May 16, 2018