



## **Position Title: Assistant to Family Faith Formation Director**

- **Job Classification: Part-time (25 hours/week), Non-exempt**
- **Pay Range \$26.00-\$30.00 per hour based on experience, education and qualifications**
- **Reports to: Family Faith Formation Director**

### **Position Summary**

The assistant to Family Faith Formation will report directly to the Director, Family Faith Formation and will work in partnership with the Director to ensure the ministry reflects Jesus as its center and focus and provides cutting edge and engaging programs and events.

Seeking a dedicated and organized assistant to support the Family Faith Formation office. This role plays a crucial part in facilitating the planning and execution of various events, managing registrations, and providing support to ensure the smooth operation of our ministry activities. The ideal candidate will have previous experience in ministry settings.

This is a non-exempt part-time position and involves working flexible hours, including weekends and some evenings.

### **Job Responsibilities**

#### **1. Event Planning Support:**

- Collaborate with ministry leaders to plan and organize events, retreats, and evangelization programs
- Assist in coordinating logistics and scheduling of activities as required.
- Help create and distribute materials for events, both online and offline.

#### **2. Registration Management:**

- Assist with the registration process for events, including online registration systems and handling inquiries from participants
- Assist to ensure accurate attendee records and databases, ensuring all necessary information is collected and stored securely
- Assist in preparing registration reports and summaries for ministry leaders to track participation and assess event effectiveness, including, but not limited to attendance, folders, prepare folders, scan documents, prepare reports, print letters, etc.

#### **3. Support to Family Faith Formation:**

- Assist Youth Ministry in brainstorming and reviewing material to strengthen and grow a comprehensive and effective Faith Formation process for middle school age for the parish as needed

- Assist Youth Ministry in brainstorming and reviewing material for high school age youth (i.e., youth nights, retreats, etc.) that responds to the spiritual growth needs of our youth as needed.
  - Assist to answering phone calls, responding emails, and managing schedules for youth ministry
  - Assist with preparing and distributing communication materials such as newsletters, announcements, and meeting agendas
  - Assist with processing payments received in the Youth Ministry office and prepare reports for the Faith Formation Director in a timely manner.
  - Assist with and attend special liturgical celebrations as required
4. Other Duties as assigned:
- Flexibility to assist with various tasks and projects as needed to support dynamic needs of the ministry of the Faith Formation office
  - Perform other duties as assigned by the Family Faith formation Director
  - Willingness to contribute ideas and suggestions for improving ministry operations and enhancing the participant experience
  - Assist with summer Bible Camp

### **Knowledge, Skills and Abilities**

- Knowledge of Roman Catholic teachings, parish and diocesan structure
- Ability to work with a wide range of age groups
- Ability to provide excellent communication and work effectively with the Faith Formation team
- Ability to build authentic relationships with youth and provide hands-on organizational and support assistance at all youth events
- Ability to operate various word processing software, spreadsheets, and database programs
- Ability to organize, prioritize and utilize effective time management techniques
- Ability to always maintain confidentiality
- Ability to carry out multiple tasks, meet deadlines, and implement creative solutions
- Ability to follow instructions furnished in verbal or written format

### **Qualifications for the Position**

- Active and deep faith and spirituality and in good standing with the Catholic Church
- Knowledge of or willingness to become familiar with Catholic teaching and traditions to represent the ministry pastorally and professionally.
- Ability to work collaboratively and flexibly with the Director and all who encounter the ministry.
- Able to demonstrate kindness, positivity, and compassion and to share Gospel values in all interactions.
- Demonstrated ability to work independently, with excellent organizational and administrative skills, to meet deadlines and manage multiple tasks and projects.
- Strong and clear communication skills in speaking, listening, and writing.
- Good interpersonal relationship skills with people from all backgrounds and ages.
- Bachelor's Degree highly desirable as well as diocesan formation training or 5-7 years year experience
- Demonstrated desire to grow as an intentional disciple of Christ and desire to partner with the Director to grow and move the ministry forward
- Valid California Driver's license