

Job Title: Faith Formation Administrative Assistant – Part-Time
Location: Church of the Holy Ghost, Wood Dale, IL
Reports to: Director of Faith Formation
Work Schedule: Part-time—Tuesday thru Thursday and Sunday mornings; 20 hours week

Job Purpose:

The Holy Ghost Parish Faith Formation Administrative Assistant handles a variety of general administrative assistant and secretarial duties for the Faith Formation office and Director of Faith Formation, and for the Coordinator of Discipleship.

I. Essential Duties:

- Answers phones and greets visitors
- Handles secretarial duties such as creating flyers, bulletin ads, various Word and Publisher documents, etc.
- Maintains Faith Formation records such as attendance, email addresses, files, etc.
- Monitors Faith Formation calendar
- Responsible for preparing materials for Family Faith and other events
- Preparation of school classrooms for Faith Formation Classes
- Assists with ordering and preparing materials for catechists
- Prepares Certificates for Confirmation and First Communion
- Assists with Sacramental practices and ceremonies
- Monitors and orders supplies for Faith Formation and Parish Facilities, including replenishing the kitchen supplies
- Monitors Polish School when in session
- Assists with Faith Formation fundraising
- Assists with altar server scheduling

II. Other Duties:

- Other duties as assigned

III. Education/Qualifications:

- Several years' experience working in an administrative assistant/secretarial role
- Proficiency with core Microsoft products including Outlook, Word, Excel, PowerPoint, Publisher, etc.
- Excellent communication and other interpersonal skills required
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to monitor calendar and diary items so deadlines are not missed
- Bilingual English and Polish or Spanish a plus
- Must support the mission, philosophy, objectives and policies of Holy Ghost Parish, the Catholic Church and the Diocese of Joliet

Please send a cover letter and resume for consideration to Nancy Siemers at nsiemers@holyghostparish.org