

Job Title: Religious Education Administrative Assistant
Reports To: Pastor
Position: Full-time, Benefits, Work hours may fluctuate with seasons
Parish: ST. Anthony Catholic Church, Frankfort, Illinois

Position Purpose

The administrative assistant supports all the religious education programs of the parish. This position requires secretarial, communication, computer, database management, and personal interaction skills.

Duties and Responsibilities

- Work unsupervised, as well as in a team environment.
- Be detailed oriented, self-motivated, organized and committed to utmost confidentiality.
- Provide secretarial support for religious education, sacramental preparation and faith formation programs.
- Assist with teacher/parent meetings, programs, and retreats.
- Maintain Faith Formation information, via the Parish Database System, including the processing and database management of family and student information, teacher information, tuition payments, reporting, schedules, etc.
- Answer all Faith Formation phone calls in a courteous and friendly manner.
- Direct all visitors and phone calls to the appropriate staff person or ministry leader.
- Provide clerical support such as filing, copying, mailing, typing, general correspondence, reproduction and general communications, etc.
- Assist with managing work assignments for volunteers.
- Attend Religious education meetings and events.
- Public speaking as needed.
- Prepare written statements and use social media or digital technologies as needed.
- Other duties as assigned.

Qualifications

- Proficiency with Microsoft Office
 - Aptitude for learning new software and systems, i.e. Parishsoft, VBS Pro, Canva, etc.
- Knowledge of social media and/or digital technologies.

Requirement

- Knowledge of the Catholic faith
- Willingness to work for a Catholic, faith-based agency and adhere to the policies of the St. Anthony Catholic Church and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.
- High school graduate, required.

Work Schedule

This is a full-time, benefited position. The work hours may fluctuate with the seasons. Some evening and weekend hours may be required. Weekly hours will vary and will coordinate with the Director.

Physical Demands¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***To apply for this position, please send a resume and cover letter to tschlott@stanthonyfrankfort.com
No phone calls please.***

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.