

Job Title: Faith Formation Administrative Assistant
Reports to: Pastor
Parish: St. Isidore Catholic Church, Bloomingdale, Illinois
Position: Bilingual (Spanish), Part-time with potential to become full-time

Position Summary

St. Isidore Catholic Church in Bloomingdale, Illinois is seeking to hire a part-time bilingual (Spanish) Faith Formation Administrative Assistant. The Faith Formation Administrative Assistant will provide support to the Directors of Faith Formation and the Sacramental Coordinators. This individual must support the mission, philosophy, objectives, and policies of the Catholic Church and the Diocese of Joliet.

The position is currently 28 hours (Monday-Thursday, 9:00 a.m. – 4:00 p.m.), with the possibility of future full-time employment. Select weekends are requested for special events.

Responsibilities

- Responding to telephone inquiries
- Meet and greet visitors at the desk and answer questions regarding the Faith Formation program.
- Distribute catechist and volunteer assignments.
- Assisting in meeting preparation
- Scheduling substitutes
- Providing Translations
- Supplying materials and information to parents, students, catechists and volunteers.
- Assist registering families for fall sessions, which consists of answering questions (via phone, email or in person), providing documents, explaining each document, possibly recruiting as volunteers/catechists, collecting deposits or full payment, and processing registrations.
- Prepare folders and supply boxes on session days for catechists.
- Prepare copies and compile packets/booklets.
- Assist with assembly of documents hanging on the Catechist Corner in Faith Formation office.
- Assist DFF and coordinators with various projects.
- Assist with Reconciliation and First Communion Worship Aid.
- Assist with sacramental rehearsals and celebrations for RE and CYM.
- Assist DFF and coordinators with setting up materials/books at meetings for Catechists.
- Assist Director of Youth as needed.
- Additional duties as assigned.

Requirements

- High school graduate.
- Spanish speaking.

Interested candidates should email a cover letter and resume to the Faith Formation office at faithformation@stisidoreparish.org. Please reference Faith Formation Administrative Assistant in the subject line.