

# **Part-Time Baptism Coordinator**

## **St. Michael the Archangel**

### **Summary:**

This position works directly for the Pastoral Associate for Evangelization. Position requires excellent administrative skills, computer competency, general knowledge of the Roman Catholic baptism requirements.

### **Primary duties:**

Perform administrative tasks for the Pastoral Associates as noted above:

- Copies, files, and communicates with ministers, volunteers and staff
- Schedules baptism classes, baptisms and baptism volunteer teams weekly
- Prepares records for baptisms and distributes data to Clergy, Director of Liturgy, Music, and the Sacramental Record office

### **Qualifications:**

- Bachelor's Degree in Catholic Theology or equivalent experience
- Practicing Catholic in good standing with the Church
- Able to work flexible hours as needed but mostly Monday through Friday.
- Basic organizational skills as well as working knowledge of Microsoft Suite/Outlook/Excel

### **Project Management:**

- Works independently, creatively and can respond to unplanned circumstances, internal and external, which affects assigned work

### **Collaboration and Teamwork**

- Treats parishioners, colleagues and guests with respect
- Maintains confidentiality standards when handling personal information of parishioners, and employees during work activities

### **Professionalism:**

- Practices high standards of dress, language and behavior
- Maintains professional written and oral communication and effectively conveys information
- Responds to requests for assistance in a timely manner
- Is kind, courteous, professional, and respectful to co-workers, parishioners, volunteers, supervisors, managers, external partners, and the public
- Understands and treats all individuals respectfully and equitably

Suitable candidates may send cover letter and resume to

[bbasye@stmichaelchurch.net](mailto:bbasye@stmichaelchurch.net)