

# **Part-Time Religious Education Assistant**

## **Christ the Redeemer Catholic Church**

### **Job Overview**

The Religious Education Assistant at Christ the Redeemer Catholic Church is a 20 hour per week position within the Religious Education Department. Primary responsibilities are to support the duties of the Director of Religious Education, Coordinator of Religious Education, Sacrament Coordinator, Registrar, and Echo Apprentice as needed. Via a variety of platforms, the assistant handles a significant amount of the department's communication, a good deal of which concerns information about the Catholic faith.

### **Reports To**

The Religious Education Assistant will report to the Director of Religious Education

### **Responsibilities and Duties**

- Communicate with Catechetical Ministry Team and parents weekly using Flocknote, the parish messaging system.
- Update Flocknote information for students and Catechetical Ministry Team.
- Ensure the Catechetical Minister's classroom needs are met weekly.
- Support Coordinator of Religious Education with both summer camps - Catholic Faith Camp and Vacation Bible School.
- Purchase office and Catechetical Minister supplies for Religious Education Department.
- Work with Genesis, Christ the Redeemer Catholic School, and the Youth Department to ensure good stewardship of shared spaces.

### **Qualifications**

- Proficient in Microsoft Word, Excel, and Publisher
- Experience working in website publishing or other graphic design program a plus
- Self-starter, able to manage multiple responsibilities, flexibility with tasks assigned
- Competent with office equipment
- Strong interpersonal skills
- Desires to serve others
- Availability to work some evenings and weekends
- Certified Catechist or in the process of becoming a Certified Catechist

To apply, send resume to Linda Watso, Director of Religious Education at [Linda.Watso@ctrcc.com](mailto:Linda.Watso@ctrcc.com)