

Religious Education Assistant Holy Rosary Catholic Church

Houston, TX

Primary Function of this Position

To provide skilled secretarial services, to maintain accurate parish records, and to assist with Religious Education sponsored classes, retreats and events.

Major Position Responsibilities and Regular Activities

- ❖ Provides secretarial and clerical services to the Coordinator.
- ❖ Provides receptionist services for the Office of Faith Formation including the recording of clear and accurate messages, the handling routine questions about policies, classes, events, etc., and the greeting of visitors.
- ❖ Records greetings on the parish telephone system.
- ❖ Keeps a record of continuing education classes for catechists.
- ❖ Alerts Coordinator regarding important messages and emergency or special situations.
- ❖ Maintains a documented log on incidents occurring on Faith Formation property.
- ❖ Maintains parish sacramental records and issues certificates.
- ❖ Maintains all class registrations including English and Vietnamese Faith Formation Classes, Bible Study, Student Confirmation, Adult Confirmation, RCIA and Baptism classes.
- ❖ Assists with maintaining student and volunteer files with up to date information.
- ❖ Maintains Safe Environment records, updates on catechists, and stays in communication with the parish Safe Environment coordinator.
- ❖ Keeps a weekly update of student attendance records.
- ❖ Assists in keeping the church & facility reservations up to date.
- ❖ Keeps a record of all purchases and package slips. Makes out receipts for cash received.
- ❖ Monitors and orders office supplies.
- ❖ Monitors building when classes are in session and is available to teach a class when needed.
- ❖ Assists with keeping the Religious Education building clean, neat, and orderly.

Education, Training, and/or Experience

- Individual must have excellent grammar, composition, and spelling skills.
- Individual must be proficient in using Microsoft Word, Excel, Publisher and Outlook.
- Individual must have well-developed people skills in interacting with all who come into the parish office.
- Individual must have the ability to maintain confidentiality in all matters.
- Individual must have the ability to solve practical problems when dealing with a variety of situations.
- Must have Safe Haven online training at <https://galvestonhouston.cmgconnect.org/>
Training is free and can be completed at time of employment.

Working Environment:

Sunday through Wednesday from 10a.m. to 4p.m.

Send resume to jmaldonado@holyrosaryparish.org