Summary:
The Associate Director/Coordinator of Childhood Evangelization and Discipleship acts as director of our Mother’s Day Out and Adventures in Literature programs. This position contributes to our weekly Family Faith Guides for early childhood and elementary aged children with family friendly resources and coordinates our children’s Sunday Liturgy of the Word. This position is also the director of our summer Bible School sessions.

Requirements:
- Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Roman Catholic Church, bringing a prayerful and joyful presence.
- Bilingual - English and Spanish is preferred.
- Minimum of 2-3 years of experience working in Religious Education or the equivalent.
- Catechist Certification or proof of currently taking courses toward certification or college degree in theology or related subject, e.g. pastoral ministry, etc.
- Must be a self-starter and a good listener, exhibit oral and written communication skills, use of email and computer skills, be proficient in Microsoft Office programs, and adept at planning, organizing, and implementing systematic catechesis and faith formation.
- Strong interpersonal skills with the ability to recruit, lead and organize volunteers.
- Ability to work evenings and weekends as necessary.
- Willing to comply with Archdiocesan requirements for continuing education.
- Ensures that the Office of Child and Youth Protection policies and compliance requirements are maintained.

Interested candidates should send a cover letter and resume/curriculum vitae, via email to V. Rev. James Burkart (jburkart@cgssc.church).