

# **HOLY FAMILY CATHOLIC CHURCH**

## **Administrative Assistant for CCE**

### **Summary**

The Administrative Assistant serves Holy Family Church's diverse community by providing support primarily to the Director of Religious Education and Coordinators of Religious Education, and all the associated programs while also collaborating with our ministry servants as everyone works towards a common goal of serving families, adults, children, and youth.

This key team member provides support with administrative responsibilities, liturgical and sacramental preparation and celebrations, as well as events and meetings. This is a part-time position requiring some evening hours, some weekends, and a few holidays.

### **Qualifications and Skills**

Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. (Cf. National Directory for Catechesis, 54 B 5).

- Minimum of 2 years administrative assistant experience or equivalent
- High School diploma/GED or equivalent
- Fluent and proficient in grammatically correct, written and spoken English and proper Spanish
- Due to its unique ministerial nature, this position requires, practicing Roman Catholic,
- Demonstrated proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Publisher and Outlook/email; experience with Adobe Acrobat and database software a plus
- Prior experience in Catholic Religious Education is a plus otherwise an understanding of a religious-based organization and environment preferred
- Creative self-starter with exemplary time management skills in order to pace self to handle multiple projects and concurrent deadlines to serve multi-track programs and coordinators
- Demonstrated detail orientation with excellent organizational skills
- Demonstrated sound work ethic and sense of responsibility
- Demonstrated ability to handle confidential and sensitive matters in a timely manner, using good judgment and discretion
- Demonstrated interpersonal skills with spirit of cooperation and collaboration
- Demonstrated professional demeanor and a positive, hospitable and respectful attitude
- Demonstrated ability to learn and develop the religious education database and other applications as required.
- Demonstrated self-development and continuing commitment to develop position related skills as needed.

### **Physical Demands and Work Environment**

- Lifting of weight in accordance to the catechetical sessions and Parish programming
- Able to walk and stand prolonged hours as required by the Parish catechetical sessions
- Must be able to work a flexible schedule as needed
- General office environment and on some occasions working outside in various temperatures and weather conditions

### **Scope of Position**

- Non-exempt, part-time position. It is understood that the hours will be set to serve the needs of the Parish. The Office is closed on Archdiocesan holidays.

### **How to Apply**

- Submit your cover letter and resume via email to [information@holyfamilychurch.us](mailto:information@holyfamilychurch.us) with the subject line: CCE ADMINISTRATION POSITION APPLICATION.