

# **Part-Time Coordinator of Faith Formation Office St Matthew the Evangelist Catholic Church**

9915 Hollister St Houston, TX 77040

## **Summary:**

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 in Collaboration with the Director:**

Provides secretarial and clerical services to the Director of Faith Formation, Provides receptionist services for the Office of Faith Formation including the recording of clear and accurate messages, the handling of routine questions about policies, classes, events, etc., and the greeting of visitors. Assists with the Records of all class registrations including English and Spanish Faith Formation Classes, Youth Confirmation, Adult Confirmation, RCIA. Be present and assist at special events and activities hosted by the Faith Formation department throughout the year. Monitors building when classes are in session and is available to teach a class when needed on Sunday mornings and/or Monday evenings.

## **Education, Training, and/or Experience:**

Individual must be proficient in using Microsoft Word, Excel, Publisher. 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. Be fully bilingual Spanish and English, including conversation, reading and writing. Experience in Religious Education a plus.

## **Working Environment:**

Weekend and Evenings up to 19 hours

Send resume to [admin@stmatthewhou.org](mailto:admin@stmatthewhou.org) subject line "Coordinator of Faith Formation Office" or by Fax 713-896-7235