

# **PART-TIME COORDINATOR, YOUTH FAITH FORMATION ST. CECILIA CATHOLIC CHURCH**

## **JOB SUMMARY:**

The Coordinator, Youth Faith Formation provides support for the High School and Middle School Youth Faith Formation, coordinates administrative tasks, assists with youth formation activities and events. Manages the documents and tracks attendance and service for Sacramental students. As well as, other administrative tasks. The Coordinator, Youth Ministry Faith Formation, is an administrative position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Primary duties to include, but are not limited to:

- Effectively directing office traffic flow, on the phone and in person.
- Enter information and manage workorders, scheduling and student tacking for all Youth Programs.
- Processes paperwork and electronic tracking of documents required for all sacraments which young people receive.
- Manage the Registration Process for EDGE & Life Teen Registration; coordinating with the LLFF Admin and the Children's Ministry.
- Provides administrative support for the Youth Office and works closely with the Middle School and High School, Associate Directors.
- Participates in regular meeting with the Life Long Faith Formation Team, assisting with tasks as needed.
- Provide administrative support for Middle School and High School, associate Directors

## **QUALIFICATIONS**

- High School Diploma
- Experience in assisting in Catholic ministry
- General understanding of Roman Catholic traditions, sacraments and theology
- Communicate bilingually in English & Spanish, both in writing and orally preferred, but not required.
- Or any combination of education and experience which would provide an equivalent background

## **Apply by:**

- Send a cover letter and resume to [karenann@saintcecilia.org](mailto:karenann@saintcecilia.org) by September 29, 2023