

# **Part-Time Religious Education Assistant**

## **St. Matthias the Apostle Catholic Church**

Magnolia, TX

### **Job Summary:**

Responsible for supporting the Religious Education (RE) Director and Youth Coordinator with various aspects of the parish RE program including administrative responsibilities, liturgical and sacramental preparation, and celebrations, as well as events and meetings. This is a part-time position, 20 hours a week, also requiring some evening hours, some weekends, and a few holidays.

### **Essential Responsibilities (but not limited to):**

- Assist the RE Director and Youth Coordinator.
- Work with other staff, catechists, and other volunteers
- Develop, prepare, and update RE programs, and materials.
- Plan and organize an efficient registration process.
- Prepare and send reminders, letters, or notices.
- Prepare and input records. Prepare reports and class lists.
- Assist with the Summer Vacation Bible School (VBS) program.
- Assist with First Reconciliation, First Communion, and Confirmation and related activities.
- Gather, verify, and maintain all necessary records and payments.
- Prepare and issue sacrament certificates.
- Assist with planning and coordinating youth retreats.
- Participate in lunchtime office/phone coverage rotation.
- Maintain a safe environment, address or report potential hazards, and perform duties in a safe manner.
- Perform other duties as assigned.

### **Basic Qualifications:**

- Bi-lingual (English/Spanish)
- Strong communication skills (verbal and written), planning, and organizational skills.
- Excellent human relations and interpersonal skills
- Must be a self-starter; multi-task; productive; and detail oriented.
- Ability to work collaboratively in a team environment.
- Proficient in computer technology to include databases and Microsoft Office Suite: Word, Excel, PowerPoint, Publisher, and Outlook/email.
- Ability to successfully pass a background and criminal history.

### **Education / Experience:**

- High School education and some college education desired.
- Prior work in office or administrative assistance experience desired

Submit your cover letter and resume via email to [gbrown@st-matthias.net](mailto:gbrown@st-matthias.net) with the subject line:  
Religious Education Assistant Position Application