

Part-Time Director of Religious Education (DRE) St. Dominic Catholic Church

8215 Reservoir St.
Houston, TX 77049-1728

Summary:

St. Dominic Catholic Church is seeking a part-time Director of Religious Education for High School/Confirmation/Youth Program. The Director of Religious Education (DRE) is responsible for the ongoing development and implementation of various education programs both English & Spanish and objectives established by the parish. The DRE will oversee and professionally manage faith formation education programs and activities for High School/Confirmation/Parish Youth Group. The DRE will oversee the OEC ongoing education programs, sacramental programs, children with special needs programs, vacation religious programs, Sunday liturgy-of-the-word, and adult faith formation and education activities. The DRE will work closely with other key directors to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings. This position will report directly to the Pastor.

Requirements and Experience:

- Must be an active Catholic in good standing with the Church and an active visible member of a parish community.
- Must have an undergraduate degree in theology, religious education, religious studies, or related field from an accredited Catholic university. A Master's level degree preferred.
- Minimum of three years' experience as a Director of Religious Education at a Catholic parish or four years' experience as an Assistant Director of Religious Education.
- Minimum of three years' of parish catechetical experience.
- Must be well versed in Catholic teachings and theology.
- Must have excellent organization and communication skills.
- Intermediate to advance proficiency levels in Excel, Word, and PowerPoint software.
- Must have been in an administrative position requiring planning, budgeting, resource allocation, and goal setting.
- Must have the demonstrated abilities to motivate and dialogue with youth and parents.
- Must have the demonstrated abilities to work effectively in teams and other staff members.
- Bilingual capabilities (English/Spanish) preferred.
- Must be current in Virtus training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, references & salary requirements via email to igalvan@comcast.net with Director of Religious Education in the subject line or mail to: St. Dominic Parish, 8215 Reservoir Dr., Houston, TX 77049