

# **Full-Time Religious Education Assistant Our Lady of Fatima Catholic Church**

1705 8<sup>th</sup> Street  
Galena Park, TX 77547

## **Job Summary:**

The Religious Education (RE) Assistant is a disciple of Jesus Christ, one who knows Him, loves Him, and seeks to imitate Him. The RE Assistant is responsible for collaborating with the Director of Religious Education, to assure the success of the parish RE program, including administrative responsibilities, sacramental preparation, events, and meetings. This is a Non-Exempt Full-Time position, 40 hours per week, also requires evening hours and weekends.

## **Essential Responsibilities:**

- Assist the RE Director
- Collaborate with other staff, catechists, and volunteers.
- Maintain records of documents, attendance, and payments
- Prepare calendars and lessons plans for Parents and Catechists
- Provide the necessary resources, equipment and supplies for the Catechists.
- Maintain an inventory of materials, including supplies and books.
- Minister to the needs of the parents during office hours and class hours
- Obtain payments for class registration and raffle ticket sales for parish festivals.
- Input data of family information in ParishSOFT
- Provide necessary files to Records Clerk prior to the reception of Sacraments.
- Assist in the administrative need at retreats, both on campus and off campus
- Provide Circle of Grace materials and compliance report
- Perform other duties as assigned.

## **Qualifications:**

- Bi-lingual (English/Spanish)
- Effective communication skills (verbal and written)
- Excellent human relations and people skills
- Familiar with the uses of media and technology
- Ability to successfully pass a background and criminal history.

## **Education/Experience:**

- High School Diploma
- Prior work in an office or administrative assistant experience desired

Submit your cover letter and resume via email to [pastor@olfparishgp.org](mailto:pastor@olfparishgp.org) with the subject line: Religious Education Assistant Position.