

# **Children's Sacramental Preparation Assistant**

## **St. Anthony of Padua Catholic Church**

### **The Woodlands, TX**

St. Anthony of Padua Catholic Church in the Woodlands, TX is seeking a highly organized and efficient individual to join their team. The ideal candidate will possess excellent communication skills, a strong ability to prioritize tasks, and proficiency in essential computer programs. This role requires attention to detail, initiative, and a collaborative spirit.

#### **Job Details:**

- VBS staff Liaison oversees all VBS with volunteers for the year.
- OCIA- assist lead with all office needs—certificates, supplies, name badges etc.
- Sac Prep family sessions lead with all office needs and help with a night of preparation and hospitality.
- Children's faith formation- Assist the lead with all office needs. Help with Catechist Day and other team events.

#### **Key Roles:**

- Communicate effectively and kindly.
- Prioritize tasks efficiently to manage a dynamic and varied workload.
- Maintain an organized workspace, including digital and physical files, certificates, emails, calendars, and to-do lists.
- Prepare and edit documents with advanced proficiency in Microsoft Excel and Word
- Utilize PowerPoint and Canva to create clear, professional presentations and visual materials
- Learn and apply internal software systems, including Flocknote and Planning Center

#### **Required Skills:**

- Excellent written and verbal communication
- Strong organizational and time-management abilities
- Mastery of Microsoft Excel and Word
- Working knowledge of PowerPoint and Canva
- Willingness and ability to learn new software platforms as needed

**Email resumes and cover letters to [employment@ap.church](mailto:employment@ap.church)**