St. Mark & St. Peter Catholic Churches

JOB OVERVIEW					
JOB TITLE	Administrative Assistant				
ALTERNATIVE JOB TITLE	SPARK Ministries Assistant				
JOB LOCATION	St. Mark & St. Peter Catholic Churches				
GENERAL JOB DESCRIPTION	The Ministry Assistant is responsible for providing support and assistance to the DRE in all aspects of the Religious & Youth Ministry programs. Their main duties consist of maintaining records and provide training for Called to Protect, as well as maintaining current and accurate ministry records along with other duties deemed necessary by the DRE.				
DEPARTMENT	Religious Education / Youth Ministry	REPORTS TO:	PASTOR & Director of R.E. & Youth Ministry		
POSITION DETAILS					
	_ FULL-TIMEX PART-TIME		15 HOURS PER WEEK (max)		
	CONTRACTOR INTERN	_	EXEMPTX NONEXEMPT		

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Maintain current computer database of family registration, children and youth in the ministry program.
- Maintain Office Records
 - Attendance Records
 - Sacramental Records
 - o Process payments for program fees and events
- Responsible for the organization of the Called to Protect Safe Environment Program
 - o Request background checks for volunteers
 - Provide trainings
 - Maintain records
- Help prepare and set up materials for RE/YM events
 - o Mailings, emails and social media posts including event reminder, labels, etc.
 - o Sacramental practices and celebrations, parent meetings, catechist meetings, etc.
 - o Supply shopping and material gathering for events
 - o Event Prep, setup, clean up, etc.

SPECIFIC JOB SKILLS				
Proven skills in the areas of communications, social media and administration. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a team. Must be flexible, creative and responsible. Willing to learn and train on program used in the ministry, if not already efficient. Computer skills essential (Microsoft Office, Excel, Access)				
EDUCATION and/or EXPERIENCE				
1-3 years ministry administrative experience with focus on religious education programs in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Have knowledge of periodicals, events being held, and resources available. Practicing Catholic required. Bilingual in Spanish recommended. Valid driver's license required.				
PHYSICAL DEMANDS				
While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear,				

WORKING ENVIRONMENT

handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Work is performed in an office, classroom or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and classes. This position requires flexible work scheduling to properly administer the program

Employee Signature	Date	Supervisor Signature	Date