



JOB DESCRIPTION

St. Albert the Great, Kettering Catholic Community Family of Parishes

Position Title: Religious Education Assistant

Status: Part-time, 12 months

Reports to: Religious Education Coordinator

PRIMARY FUNCTION

The RE Assistant provides secretarial, clerical, and program support for the religious education office, classrooms, and sacramental operations.

PRIMARY POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Answer phone calls
- Record clear and accurate messages, answer routine questions
- Greets and assist parish visitors in a professional and friendly manner
- Maintain and keep updated hard copy and electronic information for the RE Office
- Maintain office inventory and supplies
- Fill requests for catechist classroom needs and supplies
- Help with the open & close operation of class on Sundays
- Record weekly attendance
- Maintain sacramental records appropriately
- Perform appropriate data entry functions
- Prepare the altar server school schedule
- Maintain religious education fee payments updated and recorded properly
- Assists CRE in preparing for faith formation programs
- Coordinates and follow up with volunteer training compliance
- Assist and support the CRE in accomplishing parish and office goals as needed

POSITION SPECIFICATIONS/REQUIREMENTS

- Exceptional organizational skills and attention to detail
- Must have working knowledge and proficiency in using personal computers and office software programs; Specifically, Microsoft Excel & Word and Google Sheets & Docs
- Ability to use standard office equipment such as printer, scanner, and copy machine
- Must have ability to effectively and professionally communicate verbally and in writing
- Excellent interpersonal skills and the ability to relate to a variety of persons
- Have the ability to maintain confidentiality in all matters

- Must understand legal, ethical and moral standards and apply them to fulfillment of job duties
- Must be willing to collaborate with members of both Ascension and St. Charles as part of the Kettering Catholic Family of Parishes
- Must be self-motivated

ADDITIONAL REQUIREMENTS

- Must have a high school diploma or equivalent
- Must pass a background, criminal, and reference check and be fingerprinted
- Must become SafeParish trained and remain current on quarterly bulletins

WORKING ENVIRONMENT

- This is a full year, part-time position of 11-15 hours per week with Sundays 9-11:30 AM required (Sept-May) and the possibility of growing into more part-time hours.
- Additional hours may be required for sacramental and summer religious education programming.
- Catholic faith is preferred.
- Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

To apply for this position, please email your resume with cover letter and two references to Mrs. Tara Schumaker at tschumaker@stalbertthegreat.net.