

## Coordinator of Religious Education

### **I. IDENTIFYING INFORMATION**

Position Title: Coordinator of Religious Education

Status: Full-Time, Exempt, 12 months

Reports to: Pastor

### **II. PRIMARY FUNCTION OF THIS POSITION**

The primary function of this position:

- Coordinating Religious Education for Our Lady of the Immaculate Conception Parish consisting of Catechesis of the Good Shepherd, Sacramental preparation, Children's RCIA.

### **III. POSITION SPECIFIC/REQUIREMENTS**

#### **A. Skills, Knowledge and/or Abilities**

- A practicing Catholic in good standing with solid knowledge of the Catholic Church, including structure, doctrine, and liturgical calendar.
- Strong organizational leadership skills.
- Strong communication skills
- A willingness to collaborate with the Hispanic Ministry staff and programs.
- Action-oriented problem-solver who displays focus, passion, and initiative and the ability to plan, prioritize, organize, and manage multiple projects.

#### **B. Education, Training and/or Experience**

- Degree in Theology
- Working knowledge of Spanish preferred

### **IV. WORKING ENVIRONMENT**

- This position requires managing your work schedule between office hours, evening events, meetings and weekend programs.
- The coordinator is responsible for ensuring that potential volunteers may not have contact with children until an acceptable background check is completed. And the potential volunteer must complete the training program approved by the Archbishop on this Decree before having contact with children. All volunteers must comply.
- As a member of the Parish Staff the candidate is required to attend weekly staff meetings, provide updates/share information on Religious Education programs & events. Annually provide Religious Education programs & event information needed for the annual parish calendar.
- Changes to program content, calendar events (once approved) or cancellation of dates needs prior approval of the Pastor.

Please submit your resume to:

Fr. Satish Joseph, Pastor Bread of Life Family of Parishes,  
Our Lady of the Immaculate Conception Campus at  
[satishjoseph@icparishdayton.org](mailto:satishjoseph@icparishdayton.org) by May 30, 2024.