

POSITION DESCRIPTION

Title: Faith Formation Office Assistant
Status: Part Time, Non-Exempt. Number of weekly hours will fluctuate. Commonly 10-15 hrs./wk. but may be less or more based on seasonal workflow.
Reports to: Director of Faith Formation

Primary Function:

- Assists the Faith Formation Assistant and Director of Faith Formation in the clerical work and communications of the Faith Formation Office.
- Acts as back-up to the Faith Formation Assistant and Director of Faith Formation.
- Assists in executing and staffing Faith Formation and Parish events as needed.

General Duties and Responsibilities:

- The Faith Formation Office Assistant is responsible to provide clerical, data entry, secretarial and related office services for the Faith Formation Office.
- Works collaboratively as a member of the Faith Formation Team and helps to encourage a positive atmosphere.
- Answers, directs, and makes phone calls.
- Greets people who come into the office.
- Assists in the recording of Sacramental records.
- Copies and scans of documents.
- Handles routine questions about parish policies and registration.
- Is present and assists with periodic evening and weekend programs, including physical set up and clean up. This includes annual events such as vacation bible school, catechist training sessions and appreciation dinner, seasonal liturgical celebrations and others as assigned.
- Acts as backup for Faith Formation Assistant and Faith Formation Director if they are unable to be present at a time that requires staff presence or supervision.
- There is some flexibility to the weekly schedule. Must work Fridays 9:00 a.m. to 2:00 p.m. and be present at weekly Faith Formation Department Meetings and monthly Parish Staff Meetings.
- Other duties as needed and assigned.

Requirements:

- A basic knowledge and understanding of Catholic teaching and the mission of the Church is necessary. An in-depth knowledge is a plus.

- High school diploma required.
- Basic knowledge of how a parish office operates.
- Excellent verbal and written communication skills, including phone and email communication.
- Proficiency in using Microsoft Word, Outlook, and Excel, Google G-Suite.
- Can learn new computer software quickly.
- Good typing and computer skills.
- Basic familiarity with photocopy machines.
- Must be able to work both collaboratively and independently.
- Professional and positive attitude. Patient and calm in chaotic situations.
- Is expected to maintain professional and modest dress and appearance appropriate to a church office environment.
- Ability to maintain confidentiality in all matters.
- Physical ability to assist with meeting set up and clean up, lift 20 lbs, and stand for periods of time at a copy machine.

Please forward Application for Employment and resume to:

Mail to: Mr. Craig King, Director of Faith Formation
St. Francis of Assisi Roman Catholic Church
2300 Sunridge Heights Parkway
Henderson, NV 89052

E-mail to: King@sfahdnv.org

You can find the Application for Employment for the Diocese of Las Vegas here:
<https://dioceseoflasvegas.org/employment-and-volunteer-applications>

Interviews will be scheduled following the screening of applications. Applications will be accepted until the position is filled. All applicants must be able to pass a background check.