

# St. Michael the Archangel Parish

## Religious Education Administrative Assistant

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<b>PARISH:</b>	<b>St. Michael the Archangel</b>
<b>OFFICE:</b>	<b>St. Bernard Site – Fontenay Center</b>
<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

<b>JOB TITLE:</b>	<b>Religious Education Administrative Assistant</b>
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**Pay Grade: Non-Exempt:**

**Days/Week: Mon. – Fri.  
5+ (Sat/Sun as necessary)**

**Reports to: DRE/CRE**

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**Minimum Qualifications:**

<b>EDUCATION:</b>	<ul style="list-style-type: none"> <li>• Associates Degree or equivalent experience in Religious Education</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Three (3) years in an Administrative Assistant role</li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Good telephone and interpersonal skills, with knowledge of business etiquette;</li> <li>• Strong organizational skills with attention to detail;</li> <li>• Able to work independently;</li> <li>• Able to operate office equipment including desktop computer, copier, facsimile machine, scanner, and telephone;</li> <li>• Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint);</li> <li>• Proficient in Parish Data System (PDS) database management;</li> <li>• Able to protect confidential information.</li> </ul>

<b>SUMMARY OF JOB:</b>	To provide administrative support to St. Michael the Archangel Parish Religious Education Program by working independently as well as a team member with other staff to facilitate the efficient operation by using organizational, problem-solving, technical, interpersonal, and communication skills.
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<p><b>ROUTINE DUTIES AND RESPONSIBILITIES:</b></p>	<p>Office Operations:</p> <ol style="list-style-type: none"><li>1. Answer phone. Provide assistance or direct to appropriate personnel.</li><li>2. Answer door and greet visitors to Religious Education Office located in Fontenay Center at the St. Bernard site.</li><li>3. Check voicemails and emails and respond or forward as needed.</li><li>4. Process mail.</li><li>5. Order office supplies and submit invoices to Business manager for payment.</li><li>6. Manage supplies and schedule service for copier and printer.</li></ol> <p>Registrations:</p> <ol style="list-style-type: none"><li>1. Design and activate online registration for CCD, VBS and Sacrament date selections.</li><li>2. Process registrations. Export information to Excel files.</li><li>3. Input registration data into PDS.</li><li>4. Record check payments and forward to Business manager for deposit. Verify online payments with registration.</li><li>5. Assign class sessions and VBS groups.</li></ol> <p>Database:</p> <ol style="list-style-type: none"><li>1. Maintain PDS –Formation Office.</li><li>2. Add new families/students and update information.</li><li>3. Run reports and export data.</li></ol> <p>CCD:</p> <ol style="list-style-type: none"><li>1. Make copies and get supplies for catechists.</li><li>2. Set-up Clairvaux Hall and Bryson for opening prayer.</li><li>3. Update CCD calendar on website.</li><li>4. Cover for DRE/CRE when needed.</li><li>5. Lead opening prayer</li><li>6. Assist catechists with discipline issues</li><li>7. Communicate with parents as needed</li><li>8. Monitor dismissal</li><li>9. Substitute teach as needed</li></ol> <p>Sacraments:</p> <ol style="list-style-type: none"><li>1. Attend all retreats, practices and Masses/Services. Help with set-up, clean-up and everything in between.</li><li>2. Prepare all certificates and first communion/confirmation programs</li><li>3. Submit names of students receiving sacraments for bulletin</li><li>4. Sacramental recording for 1<sup>st</sup> Holy Communion and Confirmation</li></ol> <p>Catechesis Of The Good Shepherd:</p> <ol style="list-style-type: none"><li>1. Organize volunteer schedule</li></ol>
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	<ol style="list-style-type: none"><li>2. Register participants</li><li>3. Order materials and supplies</li></ol> <p>Vacation Bible School:</p> <ol style="list-style-type: none"><li>1. Assist with VBS set-up and preparations.</li><li>2. Provide support for director, volunteers and children during VBS week.</li><li>3. Assist with tear down and clean up.</li><li>4. Arrange lunch for volunteers on the last day.</li></ol>
<b>OTHER DUTIES:</b>	<p>Other:</p> <ol style="list-style-type: none"><li>1. Shop for supplies and refreshments when needed.</li><li>2. Any assistance required by the DRE in all aspects of the religious education programs.</li><li>3. Help other members of parish staff when needed.</li></ol>

**PLEASE REVIEW THIS DOCUMENT WITH YOUR SUPERVISOR TO PERFECT A DOCUMENT THAT YOU BOTH FEEL IS REPRESENTATIVE OF YOUR JOB DESCRIPTION. UPON EXECUTION BY BOTH YOU AND YOUR SUPERVISOR, SUBMIT THIS JOB DESCRIPTION TO THE PASTOR FATHER BRIAN J. WELDING. BE SURE TO KEEP A COPY FOR YOURSELF.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_