

St. Charles Borromeo Church-Greece, NY

Position: Christian Formation Administrative Assistant

Reports to: Christian Formation Director

Purpose: Provide administrative planning and assistance to the Christian Formation Director.

Skills Required:

- Current computer skills in Microsoft Office and Excel
- Experience using database management programs such as Parish Soft
- Excellent communication skills
- Demonstrates ability to set priorities and be highly organized
- Strong communication skills working with Staff, Parents, and Parishioners

Responsibilities: (Part Time with availability for weekends & evenings as needed)

- Maintain the comprehensive system for both student files & records as well as the Director's files. Maintain & update student's records on paper and in Parish Soft database- to include data on Religious Education (Summer Camp) attendance & sacraments, and complete student registration process.
- Maintain an accurate fee schedule for the Christian Formation programs. Update record keeping system to ensure that fees collected are recorded and prepared for deposit in a timely manner.
- Provide assistance to visitors and families.
- Answer incoming calls and emails timely and keeps records of correspondence.
- Maintain office machines and equipment.
- Distribute materials including communications to parents, and process incoming & outgoing mail.
- Coordinate and direct volunteers & assign catechists & students as needed.
- Inventories and maintains supplies. Orders textbooks, resources for sacraments, and food & beverage items for events.
- Correspond with website manager to maintain Christian Formation calendar dates for Sacraments and Enrichment events.

Necessary Qualifications:

- Active member of a Roman Catholic parish faith community
- Understanding of Church teachings

Please forward cover letter & resume to Maureen Beattie, Business Manager at maureen.beattie@dor.org.