

**Title:** Faith Formation Coordinator

**Status:** Full-Time

**Reports to:** Director of Faith Formation

Position's Purpose:

To assist the director and associate directors in fulfilling all the duties of Administrative Assistant and to assist with the Santa Clara Faith Formation Conference. Perform the duties of receptionist, accountant and audio visual librarian.

**Responsibilities:**

1) Provide administrative and secretarial services for the director and to associate directors (as time Permits).

- Type letters, reports & memos
- Set-up and maintain files
- Answer and screen in-coming phone calls, and forward call to staff members when necessary
- Keep track of all office supplies for the office and order as needed
- Make copies of materials as requested
- Maintain email list and compile the Directory of Parish Catechetical Leaders
- Create name badges & check-in lists for the various workshops during the year
- Produce fliers and brochures
- Maintain and keep organized supply closets
- Translate materials from English to Spanish and Spanish to English
- Keep up to date records of certifications and certificates in Master and Basic Catechist Certification
- Set up meeting rooms and put away supplies after meetings

**2) Provide accounting services**

- Make check requests for accounts payable; send out invoices and deposit accounts receivables.
- Provide reports on statues of budget on monthly basis
- Help design the yearly budget with the director

### **3) Coordinate the planning of the St. Pius Award Dinner with director.**

- Maintain a list of past and present recipients
- Send out information regarding event to Pastors and DRE's/CRE's/ Youth Ministers
- Prepare and send out invitation to guests
- Contact caterer and process all reservations for reception
- Order Awards and create certificates
- Prepare name badges for awardees
- Do the design of the program booklet
- Attend banquet and help with the setup and distribution of awards

### **4) Library**

- Maintain an audio-visual list
- Maintain the curriculum library books and materials
- Send out and check in audio visuals and curriculum materials

### **5) Assist in the Faith Formation Conference in the following areas:**

- Organize registration materials and audio visual needs for the day
- Help with the set-up of the registration area.
- Coordinate the "Will Call" Booth and train the volunteers who staff it
- Do other needs for the conference as assigned

### **Basic Skills, Knowledge and/or abilities:**

- Must be a self-starter and able to take initiative within areas of responsibilities
- Must be able to handle matters of confidential nature
- Must have excellent typing skills and checking documents
- Must demonstrate high level of competency with computers
- Must demonstrate proficiency in Microsoft Word, Excel, Publisher and Access
- Must demonstrate effective communication skills
- Must demonstrate organizational skills
- Must demonstrate excellent bookkeeping skills (accounts payable and accounts receivable)
- Must have bi-lingual writing and speaking skills in English and Spanish
- Ability to organize and train volunteers in office

### **Qualifications in the area of education/experience/background**

- High School graduate with additional business training.
- Knowledge of the Catholic Faith
- Exceptional computer skills
- Professional working skills with a variety of people and situations
- Have a valid California drivers license and drive when needed
- Must have at least three years previous experience at diocesan, parish or business level