

Faith Formation and Preschool Secretary

Position Purpose: The Secretary supports the Parish Staff in a supportive roll and performs specific duties assigned by the coordinator of the Faith Formation, Preschool and Youth Ministry. This position is full-time 35-hour position.

List of Possible Job Duties:

Faith Formation

1. Record Keeping. Includes Parish Soft database, registration information, class lists (creating and distributing attendance sheets), recording attendance, parent meetings, sacramental records, tuition.
2. Assist with opening of classrooms/programs.
3. Ordering supplies and maintaining inventory.
4. Answering parent questions/concerns in person, email, and phone calls.
5. Recording secretary for Faith Formation Advisory Board meeting minutes.
6. Working with catechists and aides to secure substitutes.
7. Attends Faith Formation functions and activities as necessary, e.g. sacramental preparation.
8. Attends Parish Staff meetings and other meetings as required.
9. Forwards tuition payments to parish finance director (bookkeeper).
10. Secures parish facilities usage for faith formation events.
11. May supervise volunteers as needed for office projects. Works with and supports volunteers.

Preschool

1. Record Keeping. Includes registration, tuition.
2. Ordering and maintaining inventory.
3. Answering parent questions/concerns in person, email, and phone calls. Parent tours.
4. Recording secretary for Preschool staff meeting minutes.
5. Attends after school functions and activities as necessary, e.g. Preschool Open House.
6. Forwards tuition payments to parish finance director (bookkeeper).
7. Secures parish facilities usage for preschool events.

Necessary Qualifications:

1. Active member of a Roman Catholic parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.)
2. High School Diploma required. Associate Degree preferred.
3. Must be an organized, welcoming, and professionally self-motivated individual.
4. Must work cooperatively with school and Parish staff.
5. Proficiency in Microsoft Office applications required.
6. Clean criminal background check.
7. Ability to honor and maintain confidentiality.
8. Excellent verbal communication skills.

Please submit your resume and reference to –
Mr. Anthony Klosterman
Saint Patrick's Church
Coordinator of Faith Formation and Preschool
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