

The Director of Parish Religious Education Program is a part time position (19 hours per week from mid-August to mid-June) which includes most Sundays, some nights and an occasional Saturday. The candidate must be a fully initiated and practicing Catholic in good standing with the Church. The DRE reports directly to the pastor.

Main responsibilities include, but are not limited to:

- Directs the Parish Religious Education Program for approximately 50 parish children who attend public and non-Catholic private school grades kindergarten to 8th.
- Coordinates sacramental preparation for Baptism, First Penance, First Holy Communion, and Confirmation for all parish children and adults.
- Coordinates individualized programs for parishioners with special education needs.
- Recruits, hires, trains, supervises and evaluates catechists and support staff.
- Participates in meetings and events sponsored by the Archdiocese of Philadelphia Association of Parish Directors, Coordinators and Administrators of Religious Education.
- Coordinates Adult Faith formation opportunities for parishioners, both in person and virtually.
- Social media updating for Flocknote and Formed.

Professional qualifications:

- Degree in Theology, Religious Studies or an equivalent.
- Experience as a Director or Coordinator of Religious Education (preferred) or an administrator/teacher in a Catholic elementary school.
- Strong computer skills, including Microsoft Office Suite.
- Excellent communication and interpersonal skills.

Qualified candidates who are interested in the position are asked to forward a resume, with two letters of recommendation, to Fr. Alan Okon via email to parishoffice@sfdslenni.org, via mail to PO Box 97, Lenni, PA 19052, or can be dropped off at the parish office at 35 New Road, Aston, PA 19014.