



# Epiphany of Our Lord Church

3050 Walton Rd., Plymouth Meeting, PA 19462

## Religious Education Office

### JOB DESCRIPTION

**POSITION:** Parish Religious Education Program (PREP) Administrative Assistant

**REPORTS TO:** Coordinator of Religious Education (CRE)

**CLASSIFICATION:** Part-Time, Non-Exempt

**HOURS:** 10- 15 hours per week; possibly more for Sacraments

### **PRIMARY OBJECTIVE:**

Provide support and skilled office services to the CRE in the administration and operation of the Parish Religious Education Program (PREP) office.

### **DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant has the responsibility of assisting the coordinator in the administration of the Parish Religious Education Program (PREP) and managing the daily activity for the Office.

The Administrative Assistant needs to be a person capable of self-management and multitasking in a fast-paced environment while serving the needs of our families and the parish community.

## **General office duties include:**

- Process registrations through Parish Giving and in Ministry Platform, update family contact information and email distribution lists in outlook.
- Maintain computer database (Ministry Platform) and Excel spreadsheets of tuition and program fees.
- File, make copies, and other administrative support for Sacramental practices and celebrations, parent meetings, etc.
- Print and collate PREP materials such as assessments, study guides, progress reports, sacramental booklets and certificates.
- Assist on PREP night (Monday evening), sacraments, meetings and other PREP functions.
- Maintain inventory and assist in ordering books, supplies, and materials
- Interact professionally and effectively over the phone, in-person, with parents, catechists, volunteers, etc.
- Establish his/her timetables and meet with the coordinator regularly to discuss status of current tasks and next steps.
- Keep CRE informed and updated on all PREP matters
- Other duties as assigned by Coordinator

## **Position Requirements:**

- A practicing Catholic, fully adherent to the Church's teachings in faith and morals, with a love for Jesus Christ and His Church.
- Strong organizational skills and attention to detail.
- Ability to take initiative, be a self-starter, and follow directions. Ability to maintain confidentiality.
- Good communication skills for interactions with parents, students, catechists, volunteers, etc.
- Technology – demonstrates proficiency with or the ability to learn the following computer programs or web-based tools such as: Microsoft (Word, Excel, PowerPoint, Publisher), Flocknotes ---Google (forms, docs, spreadsheets, etc.)