

Position Title: Evangelization Team Assistant

Immediate Supervisor: Parish Administrator

Receives work direction from: Pastor, Parish Administrator, Coordinator of Family Catechesis

Others reporting to this position: none

Provides work direction to: none

Resource person to: Pastor, Parish Administrator, Coordinator of Family Catechesis (CFC), Coordinator of Youth Evangelization and Discipleship (CYED), Coordinator of Adult Catechesis (CAC)

Work Schedule: 9am-1pm, Tuesdays, Thursdays, Fridays; 4pm-8pm, Wednesdays. Occasional/limited weekend hours.
Position needed mid-August 2026 through mid-June 2027

Compensation: \$16.00 an hour for 16 hours a week for 44 weeks

Role Purpose Statement

The purpose of the Evangelization Team Assistant (ETA) is to provide administrative support to the Evangelization Team (CFC, CYED, CAC) of Holy Rosary parish and their collective goal of evangelizing and catechizing children, youth, adults and families to be disciples of Jesus Christ.

Responsibilities

- Answer all incoming calls in a professional manner.
- Assist Evangelization Team in preparing materials for Faith Formation.
- Assist in setting up and taking down Faith Formation activities and events.
- Collaborate with the Evangelization Team to maintain Faith Formation registrations and family and student records.
- Schedule, plan and document Safe Environment education for children, youth and catechists.
- Maintain sacrament registrations and records for Baptism, First Reconciliation, First Eucharist and Confirmation.
- Assist Evangelization Team in promoting and marketing parish and diocesan Faith Formation activities and events via the weekly bulletin, digital screens and bi-monthly Information Station.
- Write and send thank you cards and acknowledgement letters as necessary.
- Maintain Faith Formation supply areas.
- Coordinate Faith Formation mailings.
- Coordinate catechists, as directed by CFC.
- Attend Evangelization Team meetings.
- Collaborate with Parish Receptionists to reserve rooms/spaces for Faith Formation activities and events.

Qualifications

- Possess strong organizational and communication skills (written and verbal) with attention to detail, accuracy and hospitality.
- Professional, courteous communication with families and staff.
- Maintain appropriate levels of confidentiality.
- Ability to prioritize and follow through on multiple tasks and projects.
- Team focused and solution oriented.
- Proficient in Microsoft Office suite and database management software.
- Pass background checks.
- A practicing, fully initiated member of the Catholic Church who adheres to the Church's teachings.

Physical Demands

- Ability to move throughout the building easily and to see, speak, hear and respond to others.