

Religious Education Office Assistant (Part Time)

St. Kateri Tekakwitha, Beaumont

\$17.00 / 15 Hours per Week

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist the Coordinator of Catechetical Ministries
- Will assist to prepare & coordinate the following parent meetings, Safe Environment Meetings, Circle of Grace Program (one or more lessons per year); Preparation and sacrament rites for second-year students, including Godparent meetings.
- Assist with practices for: Practices for Reconciliation; Practices for First Eucharist Masses; Rite of Acceptance; Rite of Election; Rite of Sending
- Will coordinate with the R.E. office in the coordinator's absence (days off).
- Will assist to prepare certificates for Reconciliation and First Eucharist
- Will help promote sales for catechists' days, R.E. congress, and training
- Promote sales for catechist days, R.E. Congress, and training events.
- Collaborate and participate with other ministries affected by the R.E. program.
- From June through July, assist with preparing registration materials.
- Interview and register students from grades 1 through adult (July to September).
- Input student data and prepare class lists.
- Prepare to close-up classrooms as needed for classes each day of class
- Close out the current year and prepare for the next year.
- Help with coordinating Spanish and English catechist aides.
- Attend required vicariate meetings, both catechetical and staff meetings
- Make copies of materials and file paperwork as needed.
- Will assist to prepare financial reports for registration fees (ParishSoft)
- Will help to prepare reports as needed for Safe Environment, and Circle of Grace program per diocesan guidelines.
- Ascertain that all information is readily available to post sacraments in parish books/ParishSoft
- Prepare parent notes as required.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent.
- Experience with general office duties such as data entry, filing, and document preparation.
- Experience with office software and systems (e.g., Microsoft Office)
- Experience working in a religious or educational setting, preferably with catechetical programs or church ministries.
- Ability to handle multiple tasks, maintain accurate records, and manage time effectively, especially during peak seasons (e.g., registration, sacrament preparation).
- Reliable, punctual, and trustworthy.
- Ability to work in a respectful and considerate manner within a church environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling up to 40lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send resume and cover letter to:

St. Kateri Tekakwitha Parish
Attn: Rev. Dennis Legaspi
Email: dlegaspi@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.