

Youth Ministry Secretary

Part-time
25 hours per week

St. Peter and St. Paul parish in Alta Loma is currently accepting resumes for the position of Youth Ministry Secretary.

Position responsibilities include but are not limited to:

- Receive and direct all incoming phone calls.
- Process incoming and outgoing mail.
- Keep orderly files and maintain proper records of all participants registering for various classes and events.
- Maintenance of Parish Soft and Excel databases with participants' information.
- Create flyers for Youth Ministry and Confirmation events.
- Make copies of meeting agendas, flyers, permission forms, or other materials needed.
- Issue check requests and make deposits of incoming funds for both the Youth /Confirmation ministries.
- Provide copies of bulletin and pulpit announcements to Coordinators of Life Teen/Edge and Confirmation.
- Maintain office supplies.
- Other duties as assigned.

Position Qualifications:

- Competency in utilizing Microsoft Word, Excel, PowerPoint, Publisher and Parish Soft
- Excellent organizational and filing skills
- Ability to be able to communicate in a professional manner with office personnel, teens, and parents by phone, email, or in person.
- Knowledge of the needs of both Junior High and High School Youth Ministry
- Knowledge of the needs of the Confirmation Program
- Knowledge of the Catholic Church and Its teachings
- Must be able to work flexible hours; evenings mostly, and some weekends.

Qualified candidates, please forward your resumes by Friday, August 3 to:

Julie Dinise, Coordinator of Youth Ministry
jdinise@stpeterstpaul.com