

Bilingual Religious Education Program Assistant

Reports to: Program Director
Classification: Non-exempt
Schedule: Part Time



Job Responsibilities

Provides families, catechists and other volunteers with information about the religious education program upon request or directs the request to the director or other staff member.

Translates verbal and written communication to Spanish-speaking parents and guardians; relays necessary information to the director or other staff member.

Coordinates the registration process and assists with student record keeping.

Collects fees and prepares necessary documentation in accordance with procedures.

Maintains an inventory of catechetical supplies. Informs the director of needed purchases.

Organizes catechetical materials for weekly classes and special meetings.

Provides program assistance and translation during religious education sessions on Tuesday afternoons and evenings.

Checks attendance charts after each session, makes a list of parents to contact in accordance with attendance policy.

Attends sacramental preparation meetings for parents, First Reconciliation services and First Communion Masses to serve as translator and program assistant. These may take place outside of normal meeting times.

Performs other related duties as needed.

Preferred Qualifications

- Baptized member of a Catholic faith community in good standing.
- Experience in a parish catechetical program.
- Proficient oral and written communication skills in Spanish and English.
- Familiarity with Microsoft Office Suite; ability to learn new computer programs.
- Effective interpersonal skills and positive demeanor.
- Organized, self-directed and professional in carrying out daily tasks.