

Job Title – Assistant Director of Religious Education

Hours- Full-time, benefits

Parish- St. Petronille Parish
420 Glenwood Avenue
Glen Ellyn, IL 60137

Start a Great Career with a Great Purpose!

We, the people of Saint Petronille Catholic Parish, strive to love God with all our hearts, minds and souls, and to love our neighbors as ourselves. We believe all the teachings of the Catholic Church. We hold the Most Holy Eucharist as the source and summit of the Christian Life. We proclaim the inspired Word of God to all God's children, welcome all those who seek the love of Christ with a sincere heart and assist all those who come to us in need. We are recognized as a parish of choice!

In this role, You will...

- Assist with the office administration of the Religious Education office
- Assist with the recruitment and retention of volunteer catechist
- Manage class assignments and create lists and related documents
- Communicate with St. Petronille School and teaching staff regarding students receiving sacraments
- Enter tuition and fee charges, payments, catechist discounts and other financial adjustments in PDS for enrolled families
- Other duties as assigned
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Required

- Working knowledge of Microsoft Office Suite programs, especially Excel and Word.
- Working knowledge of Parish Data Systems Formation program
- Strong written and verbal communication skills
- Detail-oriented work style
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet

If interested in this amazing opportunity, please send a resume and cover letter to Julie Knox at knoxj@stpetschurch.org.