

Job Title - Assistant Director of Religious Education

Hours - Full-time, Benefited

Reports to - The Director of Religious Education

Location - St. Mary Roman Catholic Church
11409 W. 195h Street
Mokena, IL 60448

Start a Great Career with a Great Purpose!

The beauty and sacredness of the liturgy, sacramental life, and parish experience at St. Mary Parish leads our parishioners and community to a life-changing encounter with Jesus Christ. We are a parish of choice!

Description

The Assistant Director of Religious Education works in a collaborative and consultative manner with the Director of Religious Education regarding the administration and operation of the St. Mary Roman Catholic Church Religious Education Program.

Work Schedule

- The position requires 40 hours per week
- The Assistant Director of Religious Education is available for Sacramental events, special events tied to the Office of Religious Education, and other demands as they occur.
- The Assistant Director of Religious Education is on sight during all times classes are offered.
- *Flexible hours*: Sacramental events, special events tied to the Office of Religious Education, and other demands as they occur will require the Assistant Director of Religious Education to be present beyond normal business hours more than one day a week. Therefore, late start and movable days off are deemed acceptable, as necessary.

Qualifications:

- Commitment to personal faith and the Church
- Evidence of a strong background in Catholic theology, liturgy, sacred scripture, and the doctrine of the Roman Catholic Church.
- Evidence – Bachelor of Arts degree (minimum), Master of Arts, etc.
- Previous administrative/supervisory experience
- Previous teaching experience with the ability to work with licensed and non-licensed teachers (catechists)
- Strong planning/organizational/problem solving skills, very detail oriented
- Strong communication skills for written communications and verbal interactions with colleagues, parents, students, volunteers, and all parishioners
- Ability to take initiative, be a self-starter, and follow directions
- Ability to learn and adhere to office procedures

- Technology – demonstrates proficiency with or the ability to learn the following computer programs or web-based tools

---Microsoft (Word, Excel, PowerPoint, Publisher)

---ParishSoft

---Flocknote

---Google (forms, docs, spreadsheets, etc.)

To view a full job description, visit: [The Roman Catholic Diocese of Joliet in Illinois](#).

To apply for this amazing position, please send cover letter and resume to Stephen Warunek at swarunek@stmarymokena.org.