



# Department of Educational Services

## Ministry Formation Administrative Assistant

### Job Description

#### Overview:

- This is a fulltime bilingual ministerial position at the Diocesan Administrative Building in Rockford.
  
- Responsible for all administrative duties for both the English and Spanish Ministry Formation Program (MFP), the Diocesan Theological Institute (DTI), and the Catechetical Leader Certification Program (CLCP). This includes recordkeeping and maintaining relationships with participants, instructors and host sites.
  - Track incoming registrations
  - Gather supplies for each programs
  - Track & Log all homework assignments from both participants and instructors
  - Manage instructor agreements
  - Track participant progress using Microsoft Access
  - Prepare and send out forms for the Ministry Formation Program (MFP), the Diocesan Theological Institute (DTI), and the Catechetical Leader Certification Program (CLCP)
  - Keep in contact with sites hosting program classes to ensure rooms are reserved
  - Issue certificates for DTI completion, CLCP completion, and Ministry Formation completion
  - Ensure all preview sheets, handouts, and assignments are received from instructors and posted on the website
  - Mail out invoices periodically to those participants/parishes that owe tuition.
  - Periodically email participants regarding missing required paperwork.
  - Set up meetings between participants and John when necessary
  
- Organize special days such as Retreat Days, Specialization Days, Graduation Ceremonies for the various programs.
  
- Assist with marketing adult faith formation programs.
  - Create fliers, advertisements, and other media announcements.
  - Contact parishes, newspaper, and radio stations for advertising
  - Organize participants to provide testimonials for programs

- Manage the financials and budget for the Ministry Formation Office.
  - Pay instructors and various bills during the year in a timely manner
  - Complete the end of the month reconciliation and send reports to accounting
  - Log and deposit incoming checks in a timely manner
  - Check monthly reports from accounting to ensure transactions look correct
  - Monitor Jane Sartino Memorial Ministry Formation tuition Assistance Fund and issue checks to DIAL when necessary & Issue tax exemption letters when donations received
  - Prepare and submit a budget each year
  - Issue appropriate tax forms when applicable at the end of the year
  - Prepare documents for audits
  
- Answer phone calls and messages in a timely manner
  - Answer phone calls for Deanery and Education Offices when needed
  
- Regularly check mail for the Ministry Formation Office
  
- Perform administrative duties for the both Director of Religious Education & Formation and Coordinator of Hispanic Catechesis.
  
- Provide support as needed to various Department of Educational Service special projects and administration tasks.
  
- Responsible for website maintenance; backing up database, performing software updates as needed. Be a resource for the rest of the department in keeping the website up to date and a source for information

### **Skills Needed:**

- The ability to professionally communicate verbally and in written correspondence in both Spanish and English
- Working knowledge of Microsoft Office products: Word, Excel, Access, Publisher, PowerPoint, Outlook and QuickBooks
- Experience with social media
- Attention to detail
- Interpersonal skills
- Understanding of the Catholic faith and culture