



# DIOCESE OF ROCKFORD

## Religious Education/Youth Ministry

### Administrative Assistant

#### **Overview**

The **Religious Education/Youth Ministry Administrative Assistant** is a full-time ministerial position located at the Diocesan Administration Building in Rockford. Regular business hours are 8:30 AM-4:30 PM. This position will work closely with the Diocesan Director of Religious Education & Youth Ministry, the Coordinator of Hispanic Catechesis and Formation, and the Regional Directors of Religious Education. The mission of this position is to foster the values, principles, doctrines, and teachings of the institutional Catholic Church to individuals the position encounters in the daily work of the position.

#### **Reporting**

This position reports directly to the Diocesan Director of Religious Education and Youth Ministry (Primary Supervisor) and Superintendent of Schools (Secondary Supervisor).

#### **Essential Functions of the Position:**

##### 1. Religious Education

###### Support Catechetical Leaders & RDRE's

- Schedule, organize, and host events for Catechetical Leaders such as days of formation, RE/YM Leaders Day, New CL Orientation, Educational Leaders, etc.
- Maintain a Catechetical Leaders Directory and Special Needs Program Directory
- Organize & promote Bishop O'Neil & Long-Term Catechist Awards
- Provide meeting minutes
- Assist RDREs with special projects as needed
- Update, collect, and enter data from the Annual Parish Report each year. Maintain Annual Parish Reports files and Diocesan Access database

###### Catechist Certification Program

- Create and distribute promotional materials for the program and individual Catechetical Certification classes
- Oversee registration of online and in-person classes
- Provide Catechetical Level II Certificates and maintain certification files
- Assist with the operation of the Catechetical Certification Program and classes

###### Catechetical Leaders Certification Program

- Assist in all facets of coordinating the Catechetical Leaders Certification Program: promotion, scheduling, and communication with instructors and participants

##### 2. Youth Ministry & Young Adult

- Provide general support and communication for youth ministers/young adult minister
- Maintain webpages and resource hubs for youth ministry and young adult

ministry

- Assist in all facets of events for youth and young adult ministries
- Assist in all steps of coordinating the Youth Summit
- Serve as a point person for Diocesan-sponsored groups for parishes (NET, NCYC, NFCYM, Totus Tuus, etc)
- Serve as Virtus Site Administrator for NET team

### 3. Communications

- Facilitate communication among and with Catechetical Leaders via e-newsletters and social media (Moderate CL Facebook Group, quarterly e-newsletters, one-time announcements, etc)
- Facilitate a strong social media presence
- Provide creative vision and regular maintenance of the CEO website
- Create marketing materials for RE and YM events and offerings

### 4. Department of Educational Services & School Support

- Provide support and clerical aid to various department projects and administrative tasks
- Assist, as needed, with special projects and school events

### 5. Additional Duties

- Various other assignments and projects consistent with the responsibilities/duties of an administrative assistant serving the Religious Education and Youth Ministry Offices
- Provide clerical support to the Safe Environment Coordinator in emergencies
- Assists the Diocesan Receptionist in times of absence
- Availability to work evenings and weekends as needed on a limited basis

### **Knowledge, Skills & Abilities**

- Excellent communication in English and Spanish
- Confidentiality
- Organization
- Ability to prioritize
- Ability to work collaboratively and independently
- Attention to detail
- A valid driver's license
- Proficiency with: Facebook and other social media, Wordpress, Canva, Adobe Acrobat, Microsoft Word, Excel, Access, & Outlook

**Other Attributes:** A practicing Roman Catholic in good standing with the Church, with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service, with a mission-driven understanding of Catholic education and the Church's vision for lifelong faith formation.

Please submit your resume with a cover letter to:

Kris Mimier, Education Department Business Manager at: [kmimier@rockforddiocese.org](mailto:kmimier@rockforddiocese.org)