



Available Position

JOB TITLE: Confirmation Director

Full-Time Position: Monday through Friday, nights required for weekly classes, occasional weekends for retreats or other parish events

JOB SUMMARY:

This position oversees the various components of a two-year Sacramental Prep program which is a blended Family Catechesis Format serving families in the Middle and High School grade levels in both the public and parochial schools.

DUTIES & RESPONSIBILITIES:

Duties include creating age-appropriate catechetical programming, collaborating with the monthly large group parent/student class development team, planning yearly retreats & community service opportunities, and facilitating involvement in our parish community.

In addition to supervising 3 part-time employees and several volunteers, the director also trains and guides up to 40 catechists in preparing the students for this sacrament.

The director is also a member of the greater parish staff and therefore helps in planning, coordinating and assisting with parish events throughout the year.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

- Committed and Practicing Catholic
- Certified Catechetical Leader
- Office supervision experience, 2-5 years
- Strong computer literacy in Microsoft Suite and Google programs
- 4 years of college or the equivalent
- Confidence in speaking to large groups of adults and students
- Professional communication skills, written and oral
- Experience with pastoral concerns
- Ability to multi-task and prioritize deadlines
- Ability to lift up to 40 pounds
- Knowledge of childhood development; Virtus certification



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PREFERRED SKILLS:

- Experience maintaining confidential conversations/files
- Knowledge of research techniques for program development in catechesis
- Knowledge of Theology of the Body and ability to implement into programming
- Experience with a shared Data System – preferably Camino
- Flexibility in a dynamic office environment
- Ability to communicate in Spanish

Please send resume to Laura Van Ham at St. Mary Immaculate Parish

Ivanham@smip.org

or

15629 S. Rt. 59, Plainfield, IL 60544