

**Job Title:** Faith Formation Administrative Assistant  
**Parish:** St. Isidore Parish, Bloomindale, IL  
**Work Schedule:** Part Time - 20 hours/week

**Job Summary:** The Administrative Assistant in the Faith Formation Office will provide support to the Religious Education Director and CYM Coordinators

### **Duties and Responsibilities**

- Respond to telephone inquiries.
- Computer and Copier work.
- Process R.E. registrations.
- Compile R.E. registration packets to current and new families.
- Assist with mailing catechist and volunteer assignments.
- Supply materials & information to parents, students, catechists & volunteer ministers.
- Assist in preparing for catechist and volunteer meetings.
- Obtain subs for RE sessions when needed.
- Assist at sacramental rehearsals and celebrations for RE and CYM.
- Additional duties as assigned.
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

<i>If interested in this amazing opportunity, please submit resume and cover letter to <a href="mailto:llong@stisidoreparish.org">llong@stisidoreparish.org</a></i>
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