

Employment Opportunity

Administrative Assistant for Faith Formation

Parish: Christ Our Light

Reports To: Director of Family Catechesis

Status: Part-Time (20–25 hours per week)

Compensation: (\$17.50 – \$22.50) determined based on education and experience

POSITION SUMMARY

Christ Our Light is seeking a detail-oriented and organized individual to serve as the **Administrative Assistant / Secretary**, primarily supporting Family Faith Formation, Youth Ministry, OCIA and the Office of Evangelization.

The ideal candidate will be the "engine" of the office, handling essential clerical duties, managing sacramental records, and ensuring our parish database remains accurate and functional. We are looking for a team player who balances technical proficiency with a welcoming spirit.

Key Responsibilities

- **Database Management:** Act as the primary administrator for **Parish Soft**. This includes data entry, record updates, and making necessary modifications to the software program to meet the office's evolving needs.
- **OCIA Support:** Manage the administrative lifecycle of the OCIA process, from initial inquiry through the reception of sacraments.
- **Registration Coordination:** Set up and oversee registration processes for faith formation programs, ensuring all forms and fees are processed accurately.
- **Clerical Operations:** Handle daily office tasks including filing, drafting correspondence, managing calendars, and preparing materials for meetings or liturgical rites.
- **Communication:** Serve as a point of contact for parishioners and candidates, providing clear information regarding faith formation schedules and requirements.

Qualifications

- **Technical Proficiency:** Strong experience with **Parish Soft** (or similar church management software) is highly preferred. Candidate must be comfortable navigating and modifying database structures, i.e. Microsoft, Google, etc.
- **Clerical Excellence:** Proven experience in an administrative or secretarial role.
- **Organization:** Ability to manage multiple projects and deadlines with minimal supervision.
- **Mission-Aligned:** A respectful understanding of the Catholic faith, faith formation and the OCIA process is essential to effectively support our ministry goals.

- **Education:** High School Diploma required; associate or bachelor's degree preferred (salary will reflect educational background and experience).
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How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their experience as an administrative assistant with knowledge of database management of Parish Soft and efficiency in using Microsoft and Google Apps\Products.

Please submit the above to: employment@christourlight.net