

Catholic Parish of Guildford

Churches of St Mary, St Joseph, St Pius X and St Edward

Administrative Assistant / Children, Youth and Families Job Description

Position: Part-time/hourly (20 hours per week).
Fixed term over 2018-2019 school year.

Reports to: Children, Youth & Families (CYF) coordinator

Hourly wage: Salary on application

General

The primary function of the assistant is to provide support to the CYF coordinator in the administration of catechetical programmes (First Holy Communion and Confirmation) for the 2018-2019 school year.

The Assistant is supervised by the Children, Youth & Families coordinator and is accountable to Parish Priest. The Assistant will work in the CYF office, as agreed with the Children, Youth & Families coordinator. The CYF office offers a dynamic and vibrant working environment. Hours of work will be primarily normal business hours but will require some flexibility with advance notice based on the needs of the ministries. Any additional hours required due to occasional evening or weekend activities will be compensated with time off on weekdays.

Personal Qualities Needed

1. Good communication skills
2. Team player
3. Highly motivated
4. Flexible

Other Requirements

1. Proficiency with Microsoft Word, PowerPoint and Excel
2. Ability to use the church database (ChurchSuite) for information, attendance, event registration, and email communications
3. Ability to proofread well
4. Ability to multitask and prioritise
5. Excellent organizational skills
6. Willingness to learn new skills
7. Work experience in a church setting

Responsibilities

The following list of responsibilities is not exhaustive. Other tasks may be required and will be in keeping with the job description of the Assistant under "General" above. Occasionally, other office and administrative responsibilities will be required as needed.

General

1. Maintain website content for CYF
2. Use and update database for CYF attendance, events, rotas, bookings, calendar
3. Purchase and distribute ministry supplies as required
4. Help to create marketing materials for CYF activities
5. Attend weekly planning meeting with the Children, Youth & Families coordinator
6. Complete and submit a weekly time sheet

First Holy Communion and Confirmation

1. Register new families on database and process data
2. Communicate via email and phone with parents and with ministry volunteers
3. Assist at parents' evenings with registration/administration, as agreed with CYF coordinator