

# Catholic Parish of Guildford

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



## Administrative Assistant (Maternity Cover) / Children, Youth and Families

### Job Description

**Position:** Part-time/hourly (20 hours per week)

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

**Hourly wage:** Salary on application

**Contract:** 1 year

### General

The primary function of the assistant is to provide support to the CYF coordinator in the administration of catechetical programmes (e.g. First Holy Communion and Confirmation).

The Assistant is supervised by the Children, Youth & Families coordinator and is accountable to the 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 evening or weekend work 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) (training will be given)
3. Ability to proofread well
4. Ability to multitask and prioritise
5. Excellent organizational skills
6. Willingness to learn new skills
7. Volunteer or 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. Documenting and updating detailed lists of steps of administrative tasks required throughout a school year
7. Helping to set up spaces for CYF events.

#### Sacramental Preparation, e.g. 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 with occasional CYF events such family days, first Communion and Confirmation Masses, as agreed by the CYF coordinator.