***ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF RELIGIOUS EDUCATION***

Saints Peter and Paul Church has an immediate opening for a full-time Administrative Assistant in the Office of Christian Faith Formation.

OVERVIEW OF OUR CHURCH

Saints Peter & Paul Parish and School is a dynamic Catholic community on Maryland’s Eastern Shore. Our Parish community is represented by three churches and one school and is best described as an inclusive family of individuals that uses God’s gifts to be the Face of Christ to others.

**Please submit a resume, 3 references, and a letter of interest electronically in care of:**

Mrs. Linda Steinmiller

Saints Peter and Paul Church

lsteinmiller@ssppeaston.org

POSITION DESCRIPTION

The Administrative Assistant to the Director of Religious Education/Office of Christian Faith Formation is responsible for providing key support services within a vibrant ministry.

SPECIFIC RESPONSIBILITIES

1. Manage and organize the records for Sacraments, Youth and Adult Education and Finances.
2. Assist with all classes, retreats, and events managed by the Department; including but not limited to fundraisers, Breakfast with Saint Nicholas, Summer Academy and other Catechetical/Social events, Baptisms, First Communion, Confirmation, Easter Vigil, etc.
3. Some nights and weekends are required.
4. Must be Catholic or have a strong knowledge of the Catholic Faith.
5. Communication with church personnel, parishioners, and all others in a professional and confidential manner.
6. Responsible for placing, checking in, and organizing orders online and over the phone or email.
7. Some scheduling duties.

QUALIFICATIONS

1. Strong interpersonal and verbal skills; welcoming and professional.
2. Must possess strong skills in technology, organization, Microsoft Office Suite, Ring Central, and copier.
3. Candidate must be detail oriented with accuracy.
4. Must be flexible with schedule. Occasional nights and weekends are required.
5. Must be Catholic or have a strong knowledge of the Catholic faith.
6. Confidentially is extremely important.
7. Must successfully complete the Church’s Background Clearance and Training.