✦ CHRIST THE KING ✦

JOB DESCRIPTION: Youth Discipleship Administrative Assistant

Accountability:	Reports to Assistant Director of Youth Discipleship
Supervisory Responsibility:	Supervises Volunteers
FLSA Status:	Non-Exempt
Hours:	Part-time (6 hours/week). Primarily on-site with possibility of some remote work

General Summary:
The Youth Discipleship Administrative Assistant helps carry out the mission of Christ the King Catholic Parish to "joyfully worship God and raise up Spirit-filled disciples" through supporting the various children's ministries, including Religious Education, Catechesis of the Good Shepherd, Liturgy of the Word for Children and Vacation Bible School.

Principle Duties and Responsibilities include:

- General administrative support, including email communications, managing printing needs, running errands as needed
- Regular updating of records, creating spreadsheets and registration forms, editing content, generating lists and schedules, and compiling information for easy access
- Assisting in the scheduling, planning and executing of events which support children's ministries and catechist training
- Providing administrative support for annual events: Vacation Bible School, All-Grade Programs, First Penance & First Communion, Bosco Dinner and other children's ministry events. *(NOTE: possible option of the position including the role of VBS Administrator which would add a significant amount of additional hours in the month of June each year.)*
- Ordering textbooks and supplies as needed
- Performing other related tasks as needed

Knowledge, Skills and Abilities:
Education – High School graduate or equivalent. College graduate or equivalent experience preferred

Experience – Experience using Microsoft Excel, Word, Publisher and Google Forms, along with general computer skills and knowledge of office procedures

Requirements:
Must be an active, practicing Catholic, support the work of Christ the King Catholic Church and be willing to become a parishioner. Should be able to provide creative input in carrying out the parish mission in the context of children's ministry and catechesis. Must have demonstrated organizational skills, the ability to handle multiple tasks, attention to detail and accuracy. Must be able to work independently as well as with volunteers. Must complete Alpha (or similar) course.

Physical Demands/Schedule:
Flexible schedule with some nights and weekends required. Prefer ability to work at least 4 hours on Wednesdays during the school year. While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and use a computer. The position also requires some standing, stooping, bending and lifting up to 25 pounds.

The above statements describe the general nature and level of work of the position. This is not an exhaustive list of all responsibilities, duties, and skills.