



JOB DESCRIPTION

HIRING

**CATHOLIC RELIGIOUS
EDUCATION COORDINATOR**

EGLIN AIR FORCE BASE

1099
CONTRACT

VALPARAISO, FL

Send your resume to info@sawyerglobal.com



SERVICES SUMMARY

Location: Eglin AFB, FL

Schedule: 20 hours per week

QUALIFICATIONS:

- Must submit a letter from the applicant's current pastor or immediate prior pastor
- Shall have (1) bachelor degree in theology, theological studies, or religious studies or, (2) at least a minor in one of the mentioned fields of study within the context of a bachelor's degree in a related major; or (3) an associate's degree in theology, theological studies, or religious studies, or a related field of study; or (4) other certificate of training in theology, theological studies, or religious studies, or a related field of study.
- Shall have a minimum of two years' experience as a Roman Catholic RE Coordinator and/or 5 years teaching experience in a Roman Catholic religious education program.
- Must possess, or be in the process of completing AMS Catechist Certification or willing to begin the certification process
- Must be a practicing Roman Catholic in good standing who exhibits evidence of a serious commitment to Roman Catholicism and its practice.
- Must be able to effectively teach and explain the basic teachings of the Roman Catholic Church.
- Must be able to do word processing in a Windows environment and maintain a database.

RESPONSIBILITIES

- Attend periodic meetings
- Coordinates the Catechists and catechist aides for RE
- Ensures that all RE activities and teaching materials are in accord with the doctrine and practice of the Roman Catholic Church
- Coordinates all activities with coordinators of appropriate social, music and liturgy programs and committees.
- Recruits, trains, oversees, supervises and coordinates all Roman Catholic Religious Education programs.