

## **JOB DESCRIPTION**

**JOB TITLE: Child and Family Catechesis Program Coordinator**

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**Exempt: No**

**Supervisor: Andrea Slaven**

**Employee Name:**

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### **SUMMARY:**

This position provides administrative support to the Office of Child and Family Catechesis, focusing on the formation of parish catechists and leaders. Key responsibilities include coordinating essential catechist formation, maintaining accurate records, and assisting with materials, hospitality, and grant payments. This position is funded by the Heritage Grant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in Promoting and scheduling Essential Catechist Formation sessions for parishes and PCAs, in collaboration parish leaders.
- Maintain accurate records of catechist participation in Essential Catechist Formation sessions, ensuring compliance with diocesan requirements.
- Assist with billing processes related to Heritage Formation materials, hospitality expenses, grant payments, and scholarship funds.
- Coordinate the mailing and distribution of materials required for Essential Catechist Formation, ensuring timely delivery to parishes and catechists.
- Collaborate with other diocesan offices and staff to ensure alignment between catechist formation, family catechesis initiatives, and broader diocesan goals.
- Provide basic administrative support such as tracking program expenses, processing invoices, and maintaining organized digital and physical files.
- Assist with the development and implementation of programs that foster collaboration between parishes, families, and catechists to strengthen faith formation efforts.
- Support grant application processes and track grant funds usage related to family catechesis events and catechist formation initiatives.

### **Qualifications**

- Strong organizational skills with attention to detail in record-keeping, scheduling, and communication.
- Experience in program coordination, administrative support, or parish/diocesan ministry preferred.
- Proficiency in Google Suite (Sheets, Docs, Slides) and its use as a database systems for tracking participation and expenses.
- Familiarity with Catholic catechesis and the importance of ongoing formation for catechists.
- Ability to collaborate effectively with clergy, parish leaders, and diocesan staff.
- Strong written and verbal communication skills.
- Self-motivated with the ability to work independently while managing multiple tasks and deadlines.
- Commitment to the mission of the Catholic Church and respect for the teachings of the Catholic faith.

**Approved:**

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Employee

Date

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Supervisor

Date