

# **Part-Time Time & Talent Assistant**

## **St. Bernadette Catholic Church**

### **Position Summary:**

St. Bernadette Catholic Church, a vibrant family parish of 2,300 families in the Clear Lake area, is seeking a part-time Time & Talent Assistant (15 hours/week). This position plays an important role in supporting the parish's mission of discipleship and stewardship. The assistant will serve as Safe Environment Co-Coordinator, ensuring all parish volunteers remain compliant with Archdiocesan Safe Environment requirements. This role also provides administrative and project support to the Time & Talent Director, particularly in fostering parish engagement and volunteer involvement. In addition, a significant part of the role is preparing the parish bulletin each week to communicate parish life, highlight opportunities for involvement, and encourage active participation in our community.

### **Key Responsibilities:**

- Prepare and publish the weekly parish bulletin, including collecting, reviewing, and formatting content to deliver a print-ready version to the publisher.
- Implement and manage the Safe Environment Program at the parish level, including compliance tracking, training, and reporting.
- Support the Time & Talent Director with administrative tasks, event coordination, and stewardship initiatives.
- Serve as Co-Coordinator of Safe Environment, collaborating with parish staff to ensure smooth operations and clear communication.

### **Qualifications:**

- Bachelor's degree or equivalent experience.
- Strong communication skills (written and verbal).
- Ability to organize, plan, and manage multiple projects.
- **Advanced** skills in Microsoft Office (Word, Excel, Publisher, Outlook, OneDrive); proficiency with Canva, Photoshop, InDesign a plus.
- Experience with databases, recordkeeping and webpage editing.
- Comfortable working collaboratively with staff, clergy, and volunteers.
- Must be able to pass a background check and complete Safe Environment training.
- Ability to maintain confidentiality
- Ability to work weekdays with occasional evenings and weekends

### **Additional Requirements:**

- Excellent attention to detail and organizational skills.
- Ability to lift up to 15 lbs., climb a ladder, bend, and work at floor level when needed.
- Willingness to use a personal device for multifactor authentication and parish-related QR codes.
- Practicing Catholic in good standing with the Church.

### **Application Process:**

Suitable candidates may send a cover letter, resume, and minimum salary requirements to Kathleen Keating at [keatingk@stbchurch.org](mailto:keatingk@stbchurch.org). Please include the job title in the subject line.