

**Part Time Confirmation Assistant Coordinator
Job Description**

Diocese of Orange, Saint Columban Church 10801 Stanford Ave. Garden Grove 92840

Date Prepared: July 26, 2024

Approved By: Sr. Hang Le, LHC, Confirmation Coordinator

Date Issued: July 29, 2024

Approved By: Bridget Phillips, Business Manager

POSITION TITLE: Part time Confirmation Assistant Coordinator bi-lingual English & Spanish.

JOB CLASSIFICATION: Non-Exempt Part time 12-15 hours

PAY RANGE: \$16.00-\$18.00 per hour

DEPARTMENT: Youth Ministry

REPORTS TO: Confirmation Coordinator

SUPERVISORY RESPONSIBILITY: N/A

INTERNAL/EXTERNAL CONTACTS: Pastor, Parish staff and volunteers, parents, committee members, diocesan office, extended Catholic community, and external organizations.

SUMMARY OVERVIEW:

The confirmation assistant works under the direction of the parish Confirmation Coordinator. He or she carries out the Mission of the Church to lead teens to Christ. The confirmation assistant must be an active practicing Catholic in good standing, living a sacramental life in accordance to the teaching of the Catholic Church.

ESSENTIAL FUNCTIONS:

- Help prepare materials for catechist meetings and training
- Answer and direct phone calls
- Assist with the registration process
- Distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation materials for class curriculum as needed
- File student records
- Make copies
- Maintain contact lists
- Provide general support to parents students and volunteers
- Household Maintenance Expected once a week for keeping the office and adjoining rooms organized and tidy
- Assist with planning for student retreats

- Assist confirmation coordinator to coordinate Youth Liturgical ministries (lectors, ushers, greeters, gift bearers music and audio visual) at the Sunday 5:15pm Contemporary Mass.
- Helps update and post events and information on website and social media.
- Performs other duties as assigned

QUALIFICATIONS & EXPERIENCE REQUIRED:

- Bilingual in Spanish and English
- Must complete on line safe environment training
- Knowledge of office management systems and procedures
- Working knowledge of phones, printers and other office equipment
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills in English and Spanish
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an assistant, receptionist or volunteer in a church setting will be a plus.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 15 lbs.

Qualified applicants please submit your resume to: bphillips@saintcolumbanchurch.org

