

# POSITION TITLE: Associate Director of Religious Education

Saint Joseph Parish in Hillsborough, New Jersey is hiring a new Pastoral Assistant to serve as Associate Director of Religious Education (ADRE). Our very engaged parish provides a welcoming environment to all who wish to grow in their Catholic faith.

## Qualifications

1. Commitment to their own personal faith and the children's faith growth; commitment to serve
2. Strong organizational skills
3. Strong communication skills (verbal, written, telephone)
4. Proficient in Microsoft Office 365, especially Excel
5. Ability to take initiative, be a self-starter, and follow directions
6. Good interpersonal skills

## Primary Role: Administrative support for parish Religious Education activities

1. Lead, set-up, and process annual registrations
2. Maintain all student registration files (e.g., sacramental records and other information/documents)
3. Maintain and update the program's master calendar
4. Be available for Sacramental events, special events tied to the Office of Religious Education, and other demands as they occur
5. Maintain Catechist and volunteer records
6. Assist with the preparation of materials for retreats, parent and catechist meetings, sacraments, and Masses
7. Interact with families throughout the year
8. Coordinate with other staff members and ministry leaders as needed, especially the ParishSoft coordinator

## Hours and Benefits

- This is a part time position of 20 - 25 hours a week, split between office hours and class session times. Classes are currently,
  - Sunday (2 sessions) 8:30 am- 9:15 and 10:45am-12:00pm;
  - Monday (1 session) 5:00-6:15pm;
  - Tuesday (2 sessions) 5:45-7:00 and 7:30-8:45pm
- \$18 Dollars an hour to start

**If interested please submit a cover letter and resume to [kcraigle@sjmillstone.com](mailto:kcraigle@sjmillstone.com)**

October 2023