

St. Jude Parish is currently seeking an energetic **Youth Ministry Assistant** to work part time in the Faith Formation/Youth Ministry office. This individual will coordinate and fulfill administrative tasks of the Faith Formation/Youth Ministry offices. The goals of the Youth Ministry office are to engage teens and their parents with God, each other in faith conversations, and with their St. Jude Parish family in worship, Sacraments, and service. To journey with students as they develop and deepen a personal relationship with Jesus through prayer, Scripture, and faith sharing, and to empower students to share the Good News of their faith with their words and actions. St. Jude Youth Ministry offers the students meaningful experiences of prayer, worship, scripture, community service and catechesis within a relational context.

Responsibilities

- Is responsible for clerical duties for the Faith Formation/Youth Ministry offices including but not limited to:
 - Receive faith formation participants and paperwork and provide general information and directives
 - Refer parishioners to various faith formation departments or department staff
 - Prepare documents and materials for program leaders
 - Organize sign-in materials and maintain attendance records for youth ministry programs
 - Proofread and edit communications for youth ministry staff
 - Maintain office communications including calls and e-mails
- Is responsible for assisting the Directors of Faith Formation and Youth Ministry in the registration and bookkeeping procedures of the Faith Formation Office and assists in other areas of record-keeping as needed.
- Acts as the receptionist for the Faith Formation Office on Monday evenings 4-7:00 pm, twice a month, and every Tuesday and Wednesday morning from 9 am-1pm.
- Supports Youth Ministry during Junior High Youth Ministry sessions on Sunday afternoons, twice a month, from 3-7 pm and Monday evenings, twice a month, from 4-8:30 pm. Other hours will be required for special events such as Confirmation preparation sessions, Confirmation Mass practices, and Confirmation Masses. Weekly hours will not exceed 20 hours.

Requirements

- Must be in accordance with the teachings of the Catholic Church
- Exhibits a commitment to on-going personal spiritual growth or formation
- Strong computer experience with: Microsoft Office (Excel and Word) and Apple programs
- Knowledge of office procedures including multi-line telephone communications
- Skill to use Parish Soft record keeping programming (training provided)
- Exemplary Skills in public relations, organization, collaboration, and multitasking
- Demonstrate reliability and strong work ethic
- Ability to establish priorities, work independently and proceed with objectives without supervision
- Process the ability to follow up oral and written communications and adapt to changing schedules, priorities, and environments.
- Ability to maintain privacy in manners of personal or sensitive issues in situations regarding both parishioners and staff

To apply:

Please send resume, cover letter, and contact information for two persons of reference to the attention to Katie Neu at kneu@stjudes.org or mail to Katie Neu, Director of Lifelong Faith Formation, The Catholic Community of St. Jude, 241 West Second Avenue, New Lenox, IL 60451. You may also contact Katie Neu for an application should you not have a resume. Interviews will begin immediately.