

FAITH FORMATION ADMIN ASSISTANT

Role Overview:

St. Patrick Parish is seeking a highly organized, detail-oriented, and high-energy Administrative Assistant to support our Faith Formation office. This part-time role provides an administrative backbone for our K-8 programs and assists with tasks for the High School Youth Ministry (HSYM). The ideal candidate is a self-starter who can anticipate program needs, manage a fast-paced environment, and contribute to the overall success of our Faith Formation initiatives.

Responsibilities:

- **Program and Administrative Support:** Serve as the primary administrative support for the K-8 Faith Formation programs, including preparing materials and coordinating program logistics.
- **Data and Records Management:** Manage the PDS system, perform data entry, and maintain permanent record books. Ensure all information is accurate, up-to-date, and confidential.
- **Office Administration:** Handle a variety of general office tasks, including scanning, copying, printing, managing emails, and answering phone calls with a high degree of professionalism.
- **Communication:** Greet and interact with parishioners, volunteers, and families with a friendly and welcoming demeanor. Write and edit clear, concise, and consistent communication for parish-wide distribution.
- **Office Management:** Organize office spaces, manage supplies inventory, and place orders for the Faith Formation office and programs.
- **Team Collaboration:** Act as a team player and builder, actively participating in team meetings and contributing to the collaborative culture of the parish staff.
- **Flexibility:** Be prepared for a dynamic work environment by anticipating office and program needs, prioritizing tasks, and adapting to a changing schedule, which may include some evenings and weekends.

Qualifications:

- **Administrative Experience:** Current and proven job history with strong administrative skills.
- **Education:** High school diploma or equivalent is required.
- **Technical Skills:** Excellent computer skills, including proficiency in data entry, spreadsheets (e.g., Excel), and office equipment operation (scanners, printers).
- **Communication Skills:** Exceptional verbal, written, and interpersonal communication skills. This includes clear, legible, and neat handwriting for all handwritten documents.
- **Organizational Skills:** Proven ability to manage multiple tasks, prioritize effectively, and maintain meticulous attention to detail.
- **Interpersonal Skills:** Extroverted personality with the ability to confidently greet, engage, and work with a variety of people.
- **Initiative:** A high degree of self-initiation, follow-up, and disciplined work ethic.
- **Mission-Driven:** A commitment to bringing "first fruits" (one's best) to the parish staff team and the families we serve.



**St. Patrick
Parish**

About Us:

Join a vibrant and vision-focused parish community that values teamwork, intentional leadership, and healthy collaboration. We are committed to our vision and dedicated to creating an environment where staff and families can thrive. Our administrative team plays a critical role in supporting this mission and bringing our programs to life.

What We Offer:

- *Competitive salary.*
- *A supportive and engaged parish community.*
- *Opportunity to make a meaningful impact in a faith-centered environment.*

How to Apply:

Please submit your resume and cover letter to the email below with the subject line "Faith Formation Administration Assistant Application." In your cover letter, please state why you are interested in this position and how your personality and skills align with our parish community and vision.

St. Patrick Catholic Church is an equal opportunity employer.



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