

Our Lady of the Lake Catholic Church

Employment Opportunity

Job Title: Faith Formation Office Manager

DESCRIPTION

This position assists the Office of Faith Formation in the administrative needs for the office's programs. Creating, optimizing, and maintaining office databases and assisting in office communications is the primary role of this position.

The manager directly impacts the preparation and execution of programs, events, and retreats by working alongside the director and youth ministry coordinator in project and event planning, providing a critical perspective to the office's tactical preparations.

This is a full-time position. Time in office can be flexible around busy schedules. Must be able to work on occasional Sunday mornings and some weekends for special events.

PRIMARY RESPONSIBILITIES

- Assist with the creation and publishing of the yearly calendar for the office's programs.
- Provide primary contact for general inquiries to the Office of Faith Formation.
- Create and maintain online volunteer sign-ups and forms for programs and events.
- Create forms and maintain database of information for children's faith formation, sacramental preparation, and youth ministry programs.
- Oversee the check-in and check-out processes for onsite events and programs.
- Manage and organize the information necessary for the parish sacramental permanent record.
- Manage the organization of spaces used by the Office of Faith Formation and coordinate volunteers to assist.
- Organize materials needed for weekly programs and coordinate volunteers for these needs.
- Assist in event planning and project management for Office of Faith Formation.
- Work with the safe environment coordinator ensure that volunteers have completed required Safe Environment training and background checks.

EDUCATION AND EXPERIENCE

- Two years of experience in office administration or parish work.
- Event and project planning experience is preferred.

CONDITIONS OF EMPLOYMENT

Completion of background check and the safe environment protocols of the Diocese of Nashville.

ADDITIONAL SKILLS AND QUALITIES

- Currently practicing Roman Catholic.
- A desire to assist in the work of evangelization.
- Self-motivated and works well independently.
- Confident and agile with various technologies such as Microsoft applications: Word, Excel, and Outlook.
- Keeps a clean and orderly working environment.
- Able to meet deadlines through excellent time management and organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Some lifting of supplies or equipment may occasionally be required, not exceeding 20 pounds.
- While performing the duties of this job, the employee is required to stand, walk, sit, and use stairs.

This position includes a competitive salary, based upon qualifications and experience, and an excellent benefits package.

Interested applicants should email a cover letter of introduction and a resume that includes at least three references to rhondaw@lolconline.com.