

Coordinator of Religious Education

Our Lady of the Valley Church

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1946, Our Lady of the Valley is a community rooted in the Eucharist.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Recruits and trains catechists for each program. Motivates and encourages catechist to attend diocesan trainings.
- Develops and implements curriculum.
- Maintains records and supply inventory.
- Conducts retreats and coordinates with parents and students for sacramental ceremonies.
- Develops and maintains budgets.
- Supervises RE staff.
- Maintains records and implementation of Safe Environment and Virtus programs.
- Prepares bulletin announcements.
- Conducts meeting and classes for parents of RE students.
- Provides hospitality for students and their families.
- Collaborates with other parish ministries.
- Attends parish, diocesan and vicariate meetings.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Practicing Catholic in good standing.
- Bilingual literate English-Spanish.
- Computer literate. Ample knowledge in Word, Excel, Power Point and Publisher.
- Knowledge in, or adaptable to the religious education software.
- Basic knowledge in budgets and purchasing.
- Ample knowledge in Catholic doctrine, sacramental processes and catechesis.
- Three-year experience in coordination or direction of religious education and Master Catechesis certification. CMFP is highly preferred.
- Possess strong written and oral communication skills.
- Flexible work hours and may be necessary to work occasional weekends.
- Excellent ability to work collaboratively with the pastor and parish staff, volunteers, catechists and parents.
- Ability to work under minimum supervision, in a multicultural environment and with limited resources.
- Attend vicariate and diocesan meetings and trainings as needed and willing to attend continuous education.
- Vacations limited to off-session schedule (Christmas, Easter and early summer.)
- Must have excellent organizational and interpersonal skills.
- Bachelor's Degree and a minimum of 3 years of experience in coordination or direction of religious education.
- Must be a certified Master Catechist.
- Religious Studies, Theology or Pastoral Studies preferred.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and salary requirements to:

Our Lady of the Valley, Hemet

Ivonne Ramirez

Email: iramirez@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.