

First Communion Religious Education Coordinator I

Queen of Angels, Riverside

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 1949, Queen of Angeles is a community that grows in love, dedication and service to Our Lord.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provides hospitality for students and their families.
- Conducts classes for parents.
- May handle correspondence to parents and catechists.
- Conducts registration process.
- Collaborates with other parish ministries and attends staff meetings.
- Works closely with Priests assigned to the Parish.
- Recruits and trains catechists for the program.
- Develops and implements curriculum.
- Maintains records and supply inventories.
- Develops and maintains budget.
- Coordinates fund raising for the program.
- Coordinate fingerprinting and virtue training for catechists and other volunteers.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Requires a minimum of three years as a catechist.
- Must be a Master Catechist with a minimum of two years college background in a relevant field and completion of MFI program.
- Must have a thorough knowledge of Catholic Theology, procedures and protocols and catechetical methods.
- Must practice Catholic faith in and outside of the Church.
- Must have good organizational and interpersonal skills.
- May be required to be completely fluent and literate in a second language that is reflected in parish demographics.
- Must have ability to communicate with Church and Civil authority.
- 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:

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward resume and cover letter with salary requirements to:

Queen of Angels
Attention: Rev. Beni Leu, SVD
4824 Jones Ave Riverside, CA 92505
Fax (951) 687-6146 Or
E-Mail: bleu@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer