

**Diocese of Tucson
Most Holy Nativity**

JOB DESCRIPTION

Job Title: Director of Religious Education

Exemption Status: Non-exempt

Department/Location: Most Holy Nativity Parish, Rio Rico, AZ

Primary Function: Under the direction of the Pastor or Parish Administrator, is responsible for assisting with the management of the Religious Education program for a Parish.

Essential Duties and Responsibilities:

- Perform as a lay ecclesial minister in support of the parish's spiritual and pastoral mission
- Assist the pastor articulate a vision within the Parish community to include an assessment of needs, setting of priorities, setting of goals and objectives, and the implementation of plans of action
- Communicate and cooperate with all Parish Ministers and Staff to include conflict resolution, serve as a resource and support for other ministers and staff, participate in meetings as necessary
- Plan Curriculum, assess needs, incorporate prayer, service and outreach at all levels
- Assist the pastor in administering Religious Education programs to include program coordination, assign catechists and volunteers, keep sacramental records, set and enforce facilities guidelines, ensure a safe environment is in place.
- Administer all financial aspects of the religious education program.
- Recruit and form Catechists, including Catechist education and training, adhering to Diocesan guidelines
- Assist in managing religious education staff including screening and employment, and assignment of volunteers, in accordance with Diocesan policies and procedures
- Coordinate as necessary, activities with Diocesan staff
- Prepare reports as necessary
- Ensure the existence of a safe environment for youth at all times; implement standard operation procedures (SOPs) for youth activities as needed
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and overtime work may be required
- Proficiency in computer technology to include word-processing, spreadsheets and power point
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check

Education and Experience:

- Minimum of an Associate of Arts degree in business, education or public administration or a related field or equivalent experience
- 2 years experience in a Catholic religious education environment as an educator or practicing catechist
- Level 1 catechetical certification or equivalent education
- Must be Bi-lingual (English/Spanish)

Other Skills and Abilities:

- Level 2 catechetical certification or equivalent education preferred.

To Apply:

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) application for employment and submit the application with a cover letter to:

Sr. Guadalupe Jurado
Parish Administrator
Most Holy Nativity Parish
395 Avenida Coatimundi
PO Box 4024
Rio Rico, AZ 85648