

The Church of St. Dominic in Northfield, MN is looking to hire a part-time Faith Formation secretary.

The Faith Formation secretary has an active role assisting the Director of Faith Formation in:

- Planning, preparing, and participating as support staff for Faith Formation events: Wednesday night classes, Saturday Sacramental prep days, Confirmation retreats, Vacation Bible Camp, etc.
- Contact and working with St Dominic staff, volunteers, families, children & youth
- Other parish & community duties as determined by Director of Faith Formation

Qualifications:

- Positive experience in education and working with people of all ages
- Organized, detail-oriented, ability to multi-task
- Sufficient physical condition to be on feet for an extended period of time and move heavy objects – tables, chairs, boxes up to 30 lbs
- Person of Faith, knowledgeable and supportive of teachings & values of Catholic Church
- Computer and tech-savvy with a willingness to learn new technology in the following areas:
 - Proficiency in Microsoft products including Word and Excel
 - Familiarity / willingness to learn technological programs and apps: Powerpoint, REMIND, Flocknotes,
 - Familiarity / willingness to learn presentation assembly of computer with LCD projector and speakers
- Maintain a hardworking and positive attitude

Schedule:

- This position is approximately 16-hours per week, the primary day being Wednesday, with occasional assistance needed on weekends

Interested applicants should send a resume and cover letter to Mara Mangan at maramangan@churchofstdominic.org. In your cover letter, please include how you would bring your faith to this role.