



Faith Formation Administrative Assistant
Position Information

Title: Faith Formation Administrative Assistant

Status: Non-Exempt, Not Benefits Eligible

Reports to: Director of Faith Formation

St. Mary is looking for a part-time assistant for the Director of Faith Formation to support and assist with administrative and ministerial tasks for the parish REP and Youth Ministry Programs.

The Faith Formation Assistant will help with REP registration, manage religious education records, and assist with retreats and events as needed for both REP and Youth Ministry. The position will serve as a point of contact for REP and Youth Ministry parents and be present for Tuesday evening and Summer REP classes.

For a full job description and more information about the position please contact

Grant Bright, the Director of Faith Formation using the information below.

gbright@stmota.org

847-223-0010 x230

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