

JOB POSTING

TITLE: DIRECTOR OF FAITH FORMATION / OFFICE ASSISTANT

LOCATION: SAINT BRIDGET ROMAN CATHOLIC CHURCH

220 N. 14TH ST. LAS VEGAS, NV 89101

Saint Bridget Roman Catholic Church, Diocese of Las Vegas, has an immediate opening for a full-time Director of Faith Formation/ Office Assistant. This position is responsible for all aspects of faith formation in the parish: Adult (RCIA/RICA), Youth and Children. Duties include but not limited to training and supervising the catechists, coordinating all sacramental preparations and processes. The DFF also supervises all processes related to RCIA/RICA at the level of Adults (18+), as well as adapting the process for Elementary, Middle and High School youths.

Qualified candidate must be a Catholic in communion with the Church. The candidate must possess language skills to communicate effectively in both Spanish and English. The candidate needs to possess interpersonal, organizational, and communication skills for leadership and supervision, and can demonstrate an ability to work well within a multi-cultural parish community while providing team support to the parish staff. This position reports directly to the Pastor and requires a flexible schedule that includes working some weekends and evenings to support year-round programming.

Applicant needs to be familiar with these resources: The new edition "Pontifical Council for the Promotion of the New Evangelization DIRECTORY FOR CATECHESIS" (2020), Liturgical and other appropriate teachings of Vatican II for evangelization and catechesis. The position requires someone who is proficient in Microsoft Office programs such as Word and Excel, Power Point and similar software that support this area of ministry. Also helpful is knowledge or willingness to learn church specific software such as Parish Data Systems, PDS for easy collaboration with the parish staff. Some years of experience will be an added advantage. Contact: Please email cover letter, resume and related documents to frfaustinus@stbridgetc.org or call the office (702-384-3382) for more information.