

Saint Helen Part-Time Religious Ed Assistant

Our parish in Westfield, NJ is seeking a part-time Religious Education Assistant (24 hours per week) to support the Director of Religious Education Grades (1 to 4). The candidate will interact extensively with parents, students, and our parish staff.

Throughout the year selected weeks September-April some late afternoon/early evening hours are required.

Qualifications include:

- Advanced proficiency in Microsoft Office365
- Ability to learn and support parish database working towards proficiency
- Have a genuine interest in developing children's faith formation
- Excellent communication and organizational skills
- The ideal candidate should have a familiarity with Catholic sacraments.
- Ability to adapt in changing environments to support the DRE and the Catechetical programs

Submit resume to employment@sainthelen.org

Website: SaintHelen.org/careers