

**Job Posting Form
Queen of Heaven**

Date Posted: 8/9/2017

Send resume to: Queen of Heaven Youth and Family Faith Formation
839 Mill Rd. Rm. 112
West Seneca NY 14224
fax: 716-674-2793
email: youthfamilyinfo@qofhchurch.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Youth and Family Ministry Assistant

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Queen of Heaven Church Department Youth & Family Ministry

Location Address: 839 Mill Rd., Room 112, West Seneca NY 14224

Employer website: www.qofhchurch.org

Brief Job Description

Aid in the recruitment, training and formation of catechists for primary grades (K-5) and core members for EDGE (grades 6-8). Family Ministry responsibilities include, but not limited to: coordination of and presence at weekly Saturday morning sessions, planning and presence at monthly Sunday morning sessions, and assist in implementing annual Vacation Bible School. Youth Ministry duties include, but not limited to EDGE Coordinator, i.e. planning, implementing of and presence at weekly Tuesday EDGE nights, and commitment to relational ministry at non-parish events (ex. school sporting events, plays, etc), and communication to parents, catechists and core members as needed. Additional tasks may be assigned by the program directors or pastor.

Qualifications: Required Education/Experience

- Bachelors Degree in Theology, Education, Religious Education or equivalent work experience is required.

Desired Skills

- Experience in Youth Ministry/Faith Formation is required
- Outstanding organization and communication skills
- Previous experience in developing and implementing faith formation programs preferred
- Outstanding interpersonal skills necessary
- The ability work evenings and weekends is required

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **8/25/2017**