

Title: Youth Ministry Assistant

Summary: St. Robert (Shorewood) and Holy Family (Whitefish Bay) have a combined High School Youth Ministry program in need of a Youth Ministry Assistant. This position will work closely with the Youth Minister to create and organize Religious Education programming - primarily Confirmation preparation - and other Youth Ministry events such as Mission Trips, Catholic Conferences, and other faith-centered events.

Duties:

- Receive and organize student registrations, permission slips, class attendance, and other paperwork.
- Create and send out a weekly email to all students and parents with program updates and news.
- Help prepare and set up for class nights twice a month on Sunday evenings. Be present throughout class to assist volunteers with administrative items (unlock doors, set up projectors, print things off) if needed. Help with cleaning up once class has concluded.
- Help plan and attend the Confirmation Retreat and Mission Trip.

Qualifications:

- Must be an active, confirmed Roman Catholic in good standing with the Church.
- Completion of Safeguarding All God's Children and background checks. Training can be completed upon hire.
- Proficiency with Google G Suite, especially Google Drive and Sheets (Excel).
- Ability to design flyers, programs, and other graphics (No specific program).
- Must be organized, efficient, and proactive.
- Good communication skills and able to professionally represent the Parishes and Youth Ministry program.

Additional Information:

- Start Date - As soon as possible
- Part Time, Hourly Compensation
Flexible hours with some evenings and weekends. Occasional remote working is acceptable.
- Location: St. Robert Parish in Shorewood and Holy Family Parish in Whitefish Bay

How to Apply:

Please submit Archdiocese application and cover letter via email to Caitlin Raether: [craether@strobert.org](mailto: craether@strobert.org).