

**ANNOUNCEMENT OF POSITION AVAILABILITY**  
**SANTUARIO DE SAN MARTIN DE PORRES**

Title: RELIGIOUS EDUCATION COORDINATOR

I. Identifying Information

Status:  Full Time     Part-time     10 month     12 month

Exempt     non-exempt     Volunteer

Reports to: pastor.

II. Primary Function of this position

The coordinator of religious education conducts and coordinates one or more areas of a total parish catechetical program.

III. Position Content

A. Major Position Responsibilities and Regular Activities

Maintains a particular catechetical program(s), which meet the needs of a segment of the parish community.

Recruits trains, supervises and evaluates catechists for one more programs.

Maintains relationships with directors of religious education and catechetical staff regarding responsibilities.

Adjusts program components (space, time, materials, etc.) as needed.

Works with the budget allocated for the operation of the programs.

Requests resources for use in a particular religious education program.

Negotiates for space and other physical environment requirements

Coordinates prayer experiences for program participants

Communicates with participants, parents, and parish-at-large regarding particular areas of responsibilities.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities (SKAs)

The Coordinator of Religious Education is expected to have capabilities in

1. Theology
2. Program Coordinator
3. Coordination of Catechist Development
4. Communications and Relationship Administration
5. Administration

## B. Education, Training and/or experiences

The coordinator of religious Education is expected to have one of the following:

1. BA in theology/religious education or related field and six (6) credits or 60 Clock hours of in service in-the following areas: administration, educational methods, supervision, catechetic.
2. BA/BS in education with 24 semester credits in theology and catechetic and Scripture.
3. BA/BS in an unrelated field or no college degree with twenty-four (24) Semester credits in theology and catechetic and six (6) credits or 60 clock hours of in service in the following areas: administration, educational methods, supervision, catechetic.
4. The coordinator of religious education is expected to have a minimum of Three years of teaching experience in a catholic school or equivalent and one year of administrative experience (paid volunteer).

- C. The coordinator of religious education must be fluent in English and Spanish, specifically speaking, reading and writing.

## V. Working Environment

This position may entail evening or weekend work.

ADDENDUM: The coordinator of religious education is generally responsible for one (or more) of the following:

- Elementary Parish School of Religious Education Program
- High school/youth religious education program
- Early childhood programs
- Special religious education programs
- Vacation Bible school
- Adult education programs
- Adult Catechetical Teams

## VI: Salary

Salary negotiable depending on education and experience.

**APPLY IN PERSON AT 8321 CAMINO SAN MARTIN SW, ALBUQUERQUE, NM 87121  
9AM-4PM ON MON. AND WED. AND 4PM-7PM ON TUES. AND THURS.**