



JOB DESCRIPTION

HIRING



**CATHOLIC RELIGIOUS
EDUCATION COORDINATOR**

**JOINT BASE
ANACOSTIA-BOLLING**

1099
CONTRACT

WASHINGTON, D.C.

Send your resume to info@sawyerglobal.com



SERVICES SUMMARY

- **Location:** JOINT BASE ANACOSTIA-BOLLING, D.C.
- **Workload:** 20 hours weekly

QUALIFICATIONS:

- Must have a minimum of three years of previous experience as a Director/Coordinator of Religious Education in Catholic Chapels/Churches and be able to furnish proof of doing so; or possess a minimum of a master's degree or equivalent in Religious Education
- Must possess and demonstrate an understanding of the basic doctrines and worship practices of the Catholic faith
- Shall be certified for Religious Education leadership in the Roman Catholic Church/Military Archdiocese
- Shall be a Catholic with good standing
- Shall have the minimum of three years' experience working with worship, liturgies, and rites of the Roman Catholic Church
- Must possess the ability to constructively work well with others in a pluralistic environment of the Chaplain Corps
- Must have a working knowledge of computers in order to perform all administrative tasks and be familiar with Microsoft Office products
- Must understand the basics of planning, developing, and executing a budget
- Shall provide the following documentation demonstrating requisite qualifications for the RE Coordinator position are met:
 - Resume
 - College Transcripts (if using education as qualification)
 - Proof of required certification(s)
 - Other relevant documentation, as applicable, that demonstrates the above qualifications are met

RESPONSIBILITIES:

- Be responsible to develop and maintain the JBAB Chapel Catholic RE Program
- Plan, prepare, and conduct training including all necessary training materials
- Assist in preparing Annual Calendar of events, Chapel Tithes and Offerings Fund budget, Appropriated Fund budget, and core volunteer training requirements. The RE Coordinator shall submit to the Priest a proposed annual RE calendar and budget
- Coordinate classroom, administrative and audiovisual support requirements
- Propose and create effective advertisements of RE programs and events and implement the advertisements
- Attend meetings as required
- Recruit, train, and manage volunteers for their Catholic RE programs
- Organize and implement preparation programs for sacraments
- Shall undergo and pass background check