

Catechesis of the Good Shepherd (CGS) Catechist and Administrative Assistant

Immaculate Conception Catholic Church in Durham, North Carolina, seeks an administrative assistant and catechist for our children's faith formation program.

Our Community:

We are a multi-cultural Franciscan parish in the Diocese of Raleigh, NC, with a thriving parochial school, Immaculata. At the parish and school we use Catechesis of the Good Shepherd (CGS) for children's faith formation, a Montessori-style approach that we've used since 1991. Combined, we serve about 800 children, from infants and toddlers to sixth graders. Over half of our children come from Spanish-speaking homes, and we do catechesis in English, Spanish, and bilingually. We also have a growing ministry for children and youth with special needs.

The administrative assistant aids the director of CGS with coordinating and supporting the CGS and special needs catechists at the parish and the school, aids the bilingual faith formation administrator with records and communication, and is a lead catechist in the parish atria.

Job Description

The position is full-time, with about half of the time spent in the atrium with the children and the other half in the office as an administrator. (Candidates interested in working part-time will also be considered.) Salary is commensurate with experience and comes with diocesan health and retirement benefits. Candidates must be willing to work evenings and weekends.

The role of catechist is the most important aspect of this position. Candidates, therefore, should be a practicing and prayerful Catholic with CGS or Montessori experience and willing to begin or continue with their CGS certification.

The ideal candidate would have:

- Excellent communication skills in English and Spanish
- Strong organizational skills and proficiency with digital communication
- Experience working with children, preferably in a Montessori or CGS environment
- Experience or interest in working with people with disabilities
- A firm understanding of Catholic theology and practice

Please send a resume and cover letter to Joel Musser, Director of Faith Formation for Children, at musserj@icdurham.org. The position is open until filled.

For more information on Immaculata Catholic School and Immaculate Conception Church, please visit our web sites: icdurham.org and immaculataschool.org. To learn more about Catechesis of the Good Shepherd, see the National Association web site at cgsusa.org.

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