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# St. Joan of Arc Parish

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## Employment Opportunity

**Date:** January 5, 2018

**Parish:** St. Joan of Arc (Powell)

**Position:** Elementary Assistant

**Deadline:** Open until filled

**Status:** Part-time (20 hours/week)

**Practicing Catholic:** Preferred

**Qualifications for the position:** St. Joan of Arc Catholic Church, a large, suburban parish located in Powell, Ohio, is seeking a Parish School of Religion Elementary Assistant. The person in this position is responsible for supporting and assisting the Elementary Coordinator in all activities within the elementary program, grades 1-5, including helping with the implementation of liturgical services, assisting with the preparation of students and families for sacraments, and aiding with the facilitation of special events and meetings. The assistant is also responsible for preparing the classrooms before each session based on the lesson plan, monitoring supplies and submitting purchase requests, and providing instructions to the PSR workroom volunteers. The assistant works in conjunction with the Youth Faith Formation Director, the Elementary Coordinator, along with the other coordinators, and assistants in Youth Faith Formation to maintain a well-run program.

**Education/Experience:** The successful candidate will have knowledge and understanding of the Catholic Church and its mission. A bachelor's degree in education/Catholic theology or previous related experience is preferable. This is a part-time position, which includes Sundays and some evening class times.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

To apply, please send a cover letter and resume to Shana Leonard, Youth Faith Formation Director, at [sleonard@stjoanofarcpowell.org](mailto:sleonard@stjoanofarcpowell.org).