

Sanford Federal, Inc. headquartered in Stafford, VA., is a premier, Service-Disabled Veteran Owned Small Business that provides federal professional services, primarily engaged in providing advanced information technology, cyber security, management systems support, as well as business and infrastructure management services.

We are among the most innovative, respected, and ethical providers of technology solutions to the United States government. Our mission is to provide superior-quality, innovative, information technology solutions that help federal agencies best aid, serve, and protect the American people.

#### **Job Details:**

**Job Title:** Catholic Religious Education Coordinator

**Job Type:** Part time

**Location:** Minot AFB, ND.

#### **Requirements:**

- Must provide either previous experience as a Catholic Religious Education Coordinator (REC) or satisfactory demonstration of an ability to fulfill the duties listed.
- Must have a broad knowledge of Catholic teachings with a broad background of Catholic religious education, teachings, beliefs and practices.
- Must have basic computer skills to include the use of Microsoft Windows and Microsoft Office programs; be able to clearly communicate in English and conduct administrative requirements in verbal and written clarity as necessary.
- Must preserve any confidential issues seen or heard within the Chapel staff or facilities and be able to have a professional working relationship with Chapel staff, the Catholic community, and other personnel to achieve duties.
- Must have a strong knowledge, appreciation for, and theological grasp of the meaning of the Catholic Religious Education Coordinator, religious education, Parish Advisory Council (PAC).
- Must be able to display moral and upright behavior and proper standards of conduct. Contractor Personnel shall obtain and maintain.

#### **Duties:**

- Work with the Catholic Chaplain to prepare and present to the Wing Chaplain for approval, an annual budget for the appropriated and non-appropriated funds; to plan and order curriculum; and to plan and publicize a calendar of events in a timely manner.
- Plan and execute the formation of first communion, confirmation, first reconciliation programs and retreat for confirmand.
- Shall collect all accurate information, prepare and submit Archdiocese for the Military Services (ADMS) sacramental registration forms prior to the celebration of the sacraments to the Catholic Parish Coordinator.

- Recruit teachers, teacher aids, and volunteers (i.e. song leader, craft coordinator, snack coordinator, etc.) for RE program and assign each one of them a role.
- Ensure teachers or substitutes are properly trained, equipped, and present to teach/lead all scheduled classes. Oversee and securing of Chapel facility before, during, and after RE programs.
- Enroll and keep records of all RE students. Report the monthly attendance numbers to the Catholic chaplain.
- Oversee and monitor the entire Religious Education Program by coordinating the Preschool, Elementary School, Junior High School and High School Education programs.
- Attend staff meetings and Pastoral Council meetings as required and directed by the Wing Chaplain.
- Shall be present at the RE facility when classes are in session, to provide for the administrative needs of students, teachers, and parents.
- Attend staff meetings and Pastoral Council meetings as required and directed by the Wing Chaplain.
- Set and publish office hours while maintaining a 15-hour work week to include any meetings, training, office hours, and programming where attendance is necessary.

### **Why choose Sanford Federal?**

You can take pride in working for a company dedicated to serving our government by providing the best, most cost-effective solutions for the US Government. Our work helps the US Government secure our nation, support the efforts of our military and intelligence communities, and provide lifesaving medical services to our soldiers, vets, and their families.

Please submit your most up-to-date resume. Please be sure to highlight your relevant experience.

Sanford Federal, Inc. is an equal opportunity employer and encourages all qualified candidates to apply.