

# Thomas Aquinas Faith Formation OPEN POSITION

## Position Overview

**St. Thomas Aquinas Catholic Church (STA)** seeks a **Faith Formation Assistant**, 20-28 hours week, who can communicate on behalf of the Faith Formation Team in English and Spanish. Assist in the planning and execution of programs, activities, and preparation of materials for K-12, Adult Formation, and special events such as Vacation Bible school, Retreats, First Communion and Confirmation. Assist with managing day to day interactions with parishioners, prospective parishioners, vendors, other Parishes, and STA staff. A top candidate will enjoy creative collaboration and have ministerial, organizational, administrative and communication skill sets.

An ideal Faith Formation Programs and Events Coordinator will have 2-3 years of apostolate, missionary, or parish ministry experience. Cultural competency with Latin American traditions and fluency in English and Spanish is a must. Project management, habit stacking, and ability to work proactively are needed. A strong sacramental prayer life and a desire to grow in holiness is essential. Experience with Microsoft Office, Parish Soft, and high adaptability is preferred.

To apply, please provide resume and cover letter send to: [Resumes@sta.org](mailto:Resumes@sta.org)