THE CATHOLIC CENTER
AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a part-time position of Sacramental Assistant.

Job Description

We are seeking a part-time Sacramental Assistant to work with adults and families preparing to receive the sacraments. The person in this role assists the Sacramental Coordinator with various aspects of adult faith formation (including OCIA) and Baptism preparation. The ideal candidate is organized, a good communicator, rooted in their Catholic faith, and passionate about accompanying others along their journey with Christ.

What You'll Do

- Assist the Sacramental Coordinator with our faith formation activities.
- Communicate with sponsors and people entering the Church.
- Assist in getting individuals prepared to enter the Catholic Church or fulfill their sacraments.

Qualifications and Skills

- **Faith-aligned:** A practicing Catholic or someone with a deep respect for Catholic teachings and mission.
- **Tech-savvy:** Proficient in Microsoft Office, Google Suite, and scheduling tools.
- **Highly organized:** Ability to multitask, prioritize, and manage time efficiently.
- **Excellent communication:** Strong verbal and written skills.
- **Discretion and confidentiality:** Ability to handle sensitive church and community matters.

Details

- **Position:** Part-time staff
- **Hours:** 15-20 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start Date:** As soon as you are available.

Why Join Us?

- Be part of a mission-driven and supportive Catholic faith community.
- Work in a meaningful, purpose-filled role.
- Enjoy a flexible part-time schedule that fits your lifestyle.
- Collaborate with priests, lay leaders, and passionate volunteers.

How to Apply

All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to bulletin@ccatuga.org.