



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

## **Position Posting:**

The **Office of Catholic Schools** of the **Archdiocese of Miami Pastoral Center** has an opening for a **Part-time Coordinator for Certification**, who will provide support for various certification services involving Catholic schoolteachers and parish catechists. The ideal candidate for this position is someone with the excellent customer-service skills and attention to detail, to ensure that structures are in place to track, process, and accurately record certification for Catholic educators in schools and parishes.

The Cabinet Secretariat of Education serves 61 Catholic schools, parish religious education programs in over 100 parishes, and over 45,000 students in Broward, Miami-Dade and Monroe counties. The Coordinator for Certification performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

**Schedule: 25 hours/week, Monday – Friday, *schedule to be determined.***

## **Qualifications:**

- Bachelor's degree and several years working in administrative support in a customer-service environment preferred.
- Experience working in a Catholic school, parish, or other ministerial setting preferred
- Preference for a practicing Catholic.
- Good oral and written English-language communication skills, including clear speaking voice.
- Spanish-language proficiency a plus.
- Must have excellent organizational skills.
- Ability to understand certification processes and policies.
- Strong proficiency in information technology (e.g. Microsoft applications, Web browsers, etc.), including databases, mail-merge
- Ability to form and maintain positive relationships with multiple stakeholders (e.g. principals, teachers, catechists, etc.)
- Effective and accurate written communication skills.
- Strong professionalism and an ability to work as a team.
- Excellent customer service skills. Ability to work through conflict, when necessary, in a professional and productive manner.
- Good time management, including ability to manage several projects at the same time.
- Must be able to multi-task and retain accuracy in an environment of interruptions and competing deadlines.
- Ability to understand and serve diverse populations.
- Must be supportive of the mission and tenants of the Roman Catholic Church.

**Send resume with cover letter to [Careers@theadom.org](mailto:Careers@theadom.org)**

Subject line should read: **Coordinator for Certification**

**NO PHONE CALLS PLEASE**