



JOB DESCRIPTION

HIRING

**CATHOLIC RELIGIOUS
EDUCATION COORDINATOR**

BARKSDALE AIR FORCE BASE

1099
CONTRACT

BOSSIER CITY, LA

Send your resume to info@sawyerglobal.com



SERVICES SUMMARY:

Location: Chapel One (Bldg 3578) and Chapel Two (Bldg 4221), Barksdale AFB, LA

Workload : Minimum of 18 hours per week

QUALIFICATIONS:

- Must have at least one year of teaching experience in a Catholic educational setting; military experience preferred.
- Must hold a Bachelor's degree in Theology, Religious Education, Catechesis, or a related field, with documented education and work history.
- Must demonstrate excellent oral and written communication skills and the ability to work professionally under supervision and in public settings.
- Must actively participate in the Barksdale Catholic Chapel Program and be visibly engaged in parish life.
- Must be positive, self-motivated, and capable of coordinating effectively in multi-denominational and ecumenical environments.
- Must be proficient in Microsoft Office applications and social media platforms.
- Must be able to recruit and support teachers, recognize accomplishments, and promote Religious Education participation.
- Must be physically able to lift up to 50 pounds.
- Must undergo successful background criminal history check.

RESPONSIBILITIES:

- Develop, implement, and oversee a comprehensive Catholic Religious Education program for all ages.
- Prepare and manage the annual religious education budget, including oversight of program funds and required invoicing.
- Select, order, and manage instructional materials with Chaplain approval.
- Recruit, train, coordinate, and supervise teachers and volunteers, including support for an ecumenical Vacation Bible School.
- Maintain accurate participant records and ensure compliance with all background checks and mandatory training requirements.
- Prepare publicity and communications for chapel bulletins and digital platforms.
- Support sacramental preparation and liturgies, including First Communion, Reconciliation, Confirmation, and RCIA.
- Ensure proper use, cleaning, and security of facilities following program activities.
- Provide regular reports on participation and activities and attend required parish council and staff meetings.
- Maintain required office hours (minimum 18 hours per week) and remain accessible to volunteers and participants.
- Participate in continuing education and professional development as funding allows.