



JOB DESCRIPTION

**HIRING**

**CATHOLIC RELIGIOUS  
EDUCATION  
COORDINATOR**

**SEYMOUR JOHNSON  
AIR FORCE BASE**

1099  
CONTRACT

GOLDSBORO,  
NORTH CAROLINA

Send your resume to [info@sawyerglobal.com](mailto:info@sawyerglobal.com)



## SERVICES SUMMARY

- **Location:** Seymour Johnson AFB, NC
- **Schedule:** Approximately 80 - 100 hours per month. 0730 to 1630 Monday through Friday except US Federal Holidays and family days (per ACC Family Day Program Calendar)

## QUALIFICATIONS:

- Must have a Bachelor's degree in Religious Education, Theology, or related field, or equivalent experience.
- Must possess a minimum of 3 years of Catholic RE leadership experience, preferably directing a Catholic RE program in a Catholic Church or military chapel setting.
- Must possess and demonstrate an understanding of the basic doctrines and worship practices of the CATHOLIC faith.
- Must possess the ability to constructively work well with others in a multifaith environment.
- Must have a working knowledge of computers in order to perform all administrative tasks and be familiar with Microsoft Office products.
- Must understand the basics of planning, developing, and executing a budget.
- Must pass a criminal history background check.

## RESPONSIBILITIES:

- Plan, coordinate, and execute the Catholic Religious Education program.
- Recruit, train, and supervise volunteer teachers and assistants.
- Maintain accurate records of attendance, curriculum, and supplies.
- Prepare and distribute lesson materials.
- Ensure the curriculum is appropriate for age and faith group.
- Coordinate with chapel staff for special events (e.g., sacramental preparation, holiday programs).
- Manage classroom setup and cleanup.
- Attend chapel staff meetings as required.
- Maintain inventory of supplies and request replenishments as needed.