

Religious Education Administrative Assistant –

Bi-lingual (English/Spanish)

Holy Family Catholic Church

1510 5th St.
Missouri City TX 77489

Summary:

Rare opportunity to join our team to support the Religious Education programs and ministries of Holy Family Catholic Church, Missouri City, TX (HFC). Key individual acts as Religious Education Administrative Assistant with considerable interaction with staff, volunteers, children, youth and adults.

The successful candidate will model the Catholic Faith with a spirit of hospitality, professionalism and pastoral care. Responsible for the daily administrative operations of the Religious Education Center including maintaining MS based databases, translating materials and assisting with event planning and preparations. Varied, fast paced environment, some evenings and weekends.

Submit resumes no later than March 1st to (mail or email):

Holy Family Catholic Church
ATTN: Gail Hutchins
1510 5th St.
Missouri City TX 77489
(gail.hutchins@holyfamilychurch.us)
281-499-9688