

Religious Education Secretary/Office Assistant Queen of Peace Catholic Church

1224 Cedar Dr.
La Marque, TX 77568

Summary:

Queen of Peace is seeking a part-time Religious Education Secretary/Office Assistant. The Religious Education Secretary/Office Assistant works in collaboration with the Director of Religious Education and the Pastor. The goals of this position include:

- Attend Deanery Meetings
- Create & Maintain accurate physical records
- Ensure that all catechist & volunteers meet the Safe Environment requirements.
- Keep record of attendance
- Manage ParishSoft
- Manage Religious Education Classes and Activities
- Order prizes for the All Saints Festival
- Order prizes for the Parish Festival
- Prepares the sacrament certificates
- Read & Answer Emails
- Records all Sacraments (First Communion, Confirmation, R.C.I.A.)
- Work on Special projects assigned by Priest and Director of Religious Education
- Assist the Parish Secretary

Qualifications:

- Must be an active Catholic in good standing with the Church.
- Must have excellent organization and communication skills.
- Proficient in MS software, particularly Excel and Word.
- Must be fluent in English and Spanish.

Interested candidates please send resume to queenofpeacelamarque@gmail.com with Religious Education Secretary/Office Assistant in the subject line or you may drop it off in the Parish Office.