

# **Part-Time Ministry Secretary St. Bernadette Catholic Church**

15500 El Camino Real  
Houston, TX 77062

## **Summary:**

St. Bernadette has an opening for a part-time (20 hours per week) Ministry Secretary. This position will provide administrative support to multiple ministry heads; will handle registration for religious education classes, Vacation Bible School and other events; will order books, office supplies and other materials as needed; and will provide backup for the Receptionist and Parish Secretary among other duties. The successful candidate will be detail oriented and able to work with people from diverse backgrounds and in a team environment. Other duties may be assigned.

## **Required Skills:**

This position requires an ability to multitask in a fast-paced environment and manage multiple projects with little supervision. Excellent organizational, time management and oral and written communication skills a must. Good knowledge of the teachings and practices of the Catholic Church is also required. Applicants will be asked to complete a typing test as well as an MS Word and Excel skills test.

## **Experience:**

- Associates degree or higher preferred.
- 3+ years' experience working in administrative field required
- Must possess strong written and verbal communication skills
- Exceptional Microsoft Office Suite skills required
- Must be able to pass a traditional financial and background check
- Must be able to complete Safe Haven/Safe Environment training
- Other duties as assigned

Please send resume and cover letter to Kathleen Keating at [keatingk@stbchurch.org](mailto:keatingk@stbchurch.org) with the subject line of Ministry Secretary.