

SECRETARY - EVENINGS

SACRED HEART OF JESUS CATHOLIC CHURCH

6502 CR 48, MANVEL, TX 77578

Summary

The Secretary-Evening (S-E) Is a full-time (40 hours per week), hourly (non-exempt) employee. This position performs general secretarial and administrative duties, clerical and typing work. The Secretary-Evening (S-E) reports to the Operations Manager.

Duties and Responsibilities

1. Reports to designated workstation on Sundays through Thursdays, 12:30 pm – 9:30 pm.
2. Provides clerical, secretarial, and other support services to the Pastor, Director of Administration, staff and ministries as approved by the Operations Manager.
3. Graciously answers the phone and greets people in a polite, professional and cheerful manner and directs them appropriately.
4. Graciously greets people and directs them appropriately.
5. Properly records and maintains sacramental records and any other recordkeeping as directed.
6. Provides the recording and transmitting of clear and accurate phone messages and responds to routine questions about policies, events, etc.
7. Processes and inputs parish registrations.
8. Prepares announcements (Mass & Priest) for Mass as directed.
9. Receives funds/payments, issue receipts and logs information.
10. Locks and unlocks classrooms, as scheduled, in the CBDC and locks up building at end of shift
11. Schedules Mass intentions and receives offerings for them (issues receipts and logs information).
12. Prepares monthly Parish Calendar.
13. Assists with scheduling and reserving facilities for quinceañeras, weddings, etc. as requested.

OTHER DUTIES AS ASSIGNED

Skills/Qualifications

1. Minimum High school diploma or equivalent.
2. Minimum three years of experience of varied and progressive secretarial responsibilities.
3. Fluent in English and Spanish, both written and verbal.
4. Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Access).
5. Ability to operate or learn to operate standard office equipment including but not limited to multi-line phone system, computers, copiers, calculators and facsimile machines.
6. Ability to communicate effectively both verbally and in writing with staff, volunteers and all who interact with the parish office.
7. Ability to work cohesively with staff, volunteers, and parish community.
8. Ability to follow verbal and written instructions.
9. Ability to always maintain confidentiality and professionalism.
10. Ability to prioritize and effectively respond to a variety of situations.
11. Ability to multi-task especially in potentially stressful situations.
12. Available for additional weekend work as needed.
13. Practicing Catholic with an understanding of Catholic Sacraments and Catholic teachings.
14. Adherence to Archdiocesan Ethical and Personal Conduct Policies
15. Favorable background check.

Send Cover Letter and Resume to jobs@sacredheartmanvel.org