

PARISH SECRETARY
ST. THOMAS MORE CATHOLIC CHURCH
10330 HILCROFT STREET
HOUSTON, TEXAS 77096

SUMMARY:

St. Thomas More Church seeks a full time Parish Secretary to support the pastor's vision and mission and provide Parish Secretary and office related services. This position requires a person who is task oriented with an excellent sense of priority, alertness, logic, and objectivity. Suitable candidates must be able to exercise the particular abilities of a highly organized person who is able to work independently and is adept at using one or more word processing programs, email, internet browsers, desktop publishing program to use for bulletin preparation, spreadsheet program, database programs, with strong typing skills. Suitable candidates must exhibit highly developed people skills that include the ability to communicate well in person, on phone, text, email, social media, and by the written word as needed. This position requires the candidate to grasp and demonstrate an ability to maintain confidentiality in a professional employment setting. Due to the nature of the work that includes sacramental registry and pastoral assistance, applicants must be a practicing Catholic in good standing with the Church.

EDUCATION/EXPERIENCE

Minimum education required is Associates Degree and at least 5 year of experience in a parish or busy office environment. Bi-lingual English and Spanish is preferred.

Suitable candidates may send a cover letter, resume and salary requirements to clark.sample@stmhouston.org with Parish Secretary in the subject line.