

Part-Time Receptionist/Bulletin Editor

Shrine of the True Cross

Dickinson, TX

Summary:

Shrine of the True Cross is seeking a part-time Receptionist/Bulletin Editor for 28 hours per week, Monday-Thursday 8 a.m.-4 p.m. with an hour lunch break, 12 – 1 p.m. The receptionist maintains a warm, welcoming, professional and orderly office atmosphere for parishioners and others who call or visit. The receptionist must be bilingual and be able to multi-task. Job duties include, but not limited to the following:

- Answer phones with courtesy
- Assist with in-person inquiries with courtesy
- Maintain Sacramental records, legible handwriting required
- Create and submit bulletin each week, must have knowledge of Publisher
- Maintain website
- Maintain church sign

Qualifications:

- Bilingual – English - Spanish
- Computer literate
- Knowledgeable with Word, Publisher, Excel
- Knowledgeable in the Catholic Church teachings
- Professional attitude, exceptional organizational and communication skills

Interested candidate can submit resume to info@truecrosschurch.org; reference Receptionist in subject line.