

# Part-Time Evening Receptionist St. Ignatius of Loyola Catholic Church

7810 Cypresswood Drive  
Spring, TX 77379

## **Summary:**

St. Ignatius of Loyola Catholic Church is seeking a **part-time**, dependable Evening Receptionist to represent the parish to visitors and callers in a professional, pleasant, and courteous manner; also advise/assist staff personnel with inquires and appointments in a timely manner. Duties include phone support, verbal and written communication with parishioners, administrative support which include data entry, event support and record keeping. Proficiency in Microsoft Office is required.

**15 hours a week**

**18 years or older**

***\*Bilingual is a plus.***

## **Education/Experience:**

- Knowledge of the structure and basic teachings of the Roman Catholic Church
- 2+ years of experience in customer service or office environment
- Ability to provide excellent customer service and work effectively with staff, clergy, religious, and parishioners.
- Knowledge of Microsoft Office Suite
- Mature, positive, self-motivated, and energetic attitude
- Excellent communication and interpersonal skills
- Professional appearance and presentation
- Ability to work independently.
- Complete Safe Environment training with a successful background check prior to hire date.

This person must be self-directed and goal-orientated with initiative and attention to detail and have a heart for service to live out our "People for Others" motto.

Those interested in fulfilling this role may submit their resume to: [searchcommittee@silcc.org](mailto:searchcommittee@silcc.org)