

# **Part-Time Administrative Coordinator Immaculate Heart of Mary Church**

7539 Avenue K  
Houston, Texas 77012

## **Summary:**

Immaculate Heart of Mary Church is seeking a **Part - Time (20hrs)** Administrative Coordinator who is responsible for facilitating the flow of information and communication between the public and the church staff, keeping the daily functions of the church office running efficiently. The office employee must be dependable and understand the level of confidentiality expected of the position.

Non- exempt  
Monday – Friday  
9:00 a.m. – 1:00 p.m.

## **Education/Experience:**

- Knowledge of the structure and basic teachings of the Catholic Church
- Minimum High school diploma or GED
- Bilingual – English/Spanish
- 2+ years of experience in customer service or office environment
- Computer/ Internet skills (MS Word, PowerPoint, Publisher, Excel, etc.)
- Dependable and ability to work flexible work hours as necessary
- Ability to work well with staff, and volunteers in a team environment or independently
- Must exercise exceptional judgment in dealing with sensitive and personal issues
- Excellent communication and interpersonal skills.
- Must have good organization skills, and the ability to multi – task.
- Complete Safe Environment training with a successful background check prior to hire date.

Suitable applicants should email a cover letter, resume, and anticipated salary requirements\* to the attention of [ihmbookkeeper@gmail.com](mailto:ihmbookkeeper@gmail.com) with Administrative Coordinator on the subject line.