

**Parish Secretary
Holy Family Church
1510 5th Street, Missouri City**

Summary

Holy Family Church is a Roman Catholic parish in the Archdiocese of Galveston-Houston with a vibrant faith community, which seeks a Parish Secretary to provide administrative secretarial and office related services. Suitable candidates must 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, e-mail, social media, and internet browsers. In addition, suitable candidates must know how to use a desktop publishing program, spread sheet program, database program, and other such programs as the pastor deems necessary. This position requires well developed people skills that include the ability to communicate effectively and politely in person, on the telephone, e-mail and text, and by the written word when called upon. This position is a year round, part-time 20 hour per week, non-exempt position.

Education and Experience

Minimum high school diploma required with some college preferred. At least 5 years' experience employed as a parish secretary in a Catholic Parish preferred. Bilingual (Spanish) a plus.

Suitable candidates may email a cover letter, a current resume, and salary requirement*to information@holyfamilychurch.us Please place on the subject line: Parish Secretary Position.

*Applicants without salary requirement may not be considered.