

St. Laurence Catholic Church

Part-Time Office Assistants

St. Laurence is currently accepting applications for positions of evening and weekend Office Assistant in the Parish Office and/or the Ave Maria Parish Life Center. These employees will perform duties that include answering phones, greeting parishioners and visitors with courtesy, and assisting with clerical needs during assigned work hours. Applicants must be 18 years or older, have a high school diploma and strong interpersonal skills, with the ability to maintain confidentiality and the ability to learn and use standard office equipment. The positions are hourly and part-time (9 to 20 hours/week). Schedules vary depending on parish needs. Typical schedules include: Monday-Thursday 3:30-9:00pm, Saturday 8:00am-12:00 Noon. Please submit resume to Tony Oltremari, Parish Administrator, at toltremari@stlaurence.org, or for more information call 281-980-9812.

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3100 Sweetwater Blvd, Sugar Land, Texas, 77479

<https://www.stlaurence.org/parish-job-opts>