

Faith Formation Front Office Assistant Sacred Heart Catholic Church & School

704 Old Montgomery Rd
Conroe, Tx 77304

SUMMARY:

Sacred Heart Parish roots began in 1898 and is a part of the Archdiocese of Galveston-Houston, currently serves nearly 8,500 households. In addition to the church, Sacred Heart has a school that includes a Pre-k through 8th grade accredited Catholic School dedicated to providing an education, which promotes the spiritual, physical, intellectual, and social development of students all for the Glory of God. The Faith Formation Office Assistant, under the direction of the Director of Faith Formation, provides efficient, consistent, and courteous administrative, clerical, and secretarial support to the Faith Formation Department including grades K-5th, EDGE, Sacramental Preparation, Youth Ministry/Youth Confirmation, Marriage Preparation, Quinceanera Program, RCIA, Adult Confirmation, Adult Faith Formation, Marriage and Annulments to assist in building up the kingdom of God.

Education/Experience:

Fluency in English/Spanish both written and verbal is required. Basic understanding of Microsoft Office – Outlook, Word, PowerPoint, Excel, and Church Management Software. The Faith Formation Office Assistant is a full-time, non-exempt employee. Office Hours are generally Monday through Friday 8 a.m. to 5 p.m. It is understood that the hours will be set in collaboration with the Director of Faith Formation to serve the needs of the parish. Evening and weekend work may be required. The Faith Formation Office Assistant must be dependable, highly organized and have excellent customer service. The position requires that the employee have attention to detail and the ability to meet deadlines. The successful candidate should be a high-school graduate with certification or working toward certification as a Catechist. Sufficient prior experience can be substituted for certification. Prior experience working in a parish setting is preferred but not required.

Suitable candidates should submit a resume and cover letter via email to jphilp@shconroe.org. Please place "Faith Formation Office Assistant" on the subject line.