

Parish Secretary
St. Mary Star of the Sea Catholic Church
1019 West 6th Street
Freeport, Texas

Summary

St. Mary Star of the Sea Church is a Roman Catholic parish with a vibrant faith community which seeks a Parish Secretary to provide administrative secretarial, receptionist, 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, 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 40 hour per week, non-exempt, benefits eligible position.

Education and Experience

Minimum high school diploma required with some college preferred and at least 3-5 years' experience employed as a secretary; in a Catholic parish setting is a plus.

Suitable candidates may email a cover letter, a current resume, and salary requirement* to: resume@archgh.org Please place on the subject line: St. Mary Star of the Sea Secretary.

*Applicants without salary requirement may not be considered.