Receptionist/Administrative Assistant
St. Faustina Catholic Church

**Summary:**
St. Faustina Catholic Church is seeking a full time Receptionist/Administrative Assistant for the Faith Formation Department. Excellent communication skills are required with the ability to work cooperatively with other staff members and volunteers. The ideal candidate needs to have the ability to project a faith-filled presence and maintain confidentiality and be someone who exhibits a spirit of welcoming, hospitality and helpfulness to parishioners. In addition, greeting all incoming calls and guests with a pleasant, professional manner is essential. They must also have the ability to multi-task. Excellent computer skills are a must, being proficient in Microsoft Office (Word, Publisher, Excel, etc.). Flexibility with scheduling during the work week as evening and/or weekend duties may arise. Previous experience with Faith Formation programs and/or Sacrament Preparation is a plus. Bilingual skills (English/Spanish) are required.

**Essential Duties and Responsibilities:**

- Provide receptionist services for the Faith Formation offices including the recording of clear and accurate phone messages, handling routine questions regarding policies, faith formation, events, greeting visitors, etc.
- Assist with ongoing special projects for all Faith Formation staff as needed.
- Recording of sacramental records
- Oversee and maintain inventory of supplies for office and coffee area.
- Oversee copiers / small electronics / and computers, calling for repairs when needed.

**The ideal candidate for this position must have the following:**

- Strong computer skills, experience with Microsoft Office Suite including Excel and Publisher is needed. Knowledge of ParishSoft is a plus.
- Excellent organizational, speaking, and written skills.
- Ability to manage multiple tasks efficiently and accurately.
- Ability to work independently and with a team on projects.
- A strong work ethic and attention to detail with a history of reliable attendance.
- Action-oriented with a flexible disposition to adjust to changes in schedules, routines and job assignments.
- Exhibits a spirit of welcoming, hospitality and helpfulness.
- Bilingual English/Spanish required.

Interested candidates should submit a resume via email to info@saintfaustinachurch.org with Receptionist/Administrative Assistant in the subject line.

St. Faustina Parish and the Archdiocese of Galveston-Houston are equal employment opportunity employers.