

St. Faustina Catholic Church
Part-Time Office Assistants
Fulshear / Katy / Richmond

St. Faustina is currently accepting applications for positions of evening Office Assistants in the Parish Office and the Community and Education Center. These employees will be the main contact for assisting with the needs of the ministry meetings and activities participating in the evening. They will be expected to perform duties that include answering phones, greeting parishioners and visitors with courtesy, and assisting with clerical needs during assigned work hours. The Office Assistants will be responsible for securing the building at the close of the evening.

Applicants must be 18 years or older, have a dependable attendance record, 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 (16 to 20 hours/week). Typical schedule will be: Monday-Thursday 5:00-9:00pm. Rotating Sundays. Schedules may vary depending on parish special event needs.

Please submit resume to info@saintfaustinachurch.org or for more information call 346-773-3436.