

Administrative Assistant St. Bernadette Catholic Church

15500 El Camino Real
Houston, TX 77062
www.stbchurch.org

Summary:

St. Bernadette has an opening for a Part-time (25 hours per week) Administrative Assistant. This position will provide administrative support to the Parish Office, as well as multiple departments heads and programs. The successful candidate will be detail-oriented and able to work with people from diverse backgrounds and in a team environment.

Essential Duties and Responsibilities:

The Administrative Assistant must be able to work in a friendly and fast-paced environment and manage multiple projects with minimal supervision. Excellent organizational, time management, and oral and written communication skills are a must. The Assistant will answer inquiries both by email, in person, and on the phone, update databases, coordinates online registrations, provide document processing, and scheduling support. Be able to maintain confidentiality at all times. The Administrative Assistant must support and maintain a positive attitude toward the doctrines and teachings of the Catholic Faith. The successful candidate must be able to lift 20 pounds, pass a traditional financial and background check, complete the Safe Haven/Safe Environment training and any other duties as assigned.

Education and Experience:

- Associates degree (AA) or higher preferred
- 3+ years' experience working in administrative field in a school or church environment
- Must possess strong written and verbal communication skills
- Strong organizational and interpersonal skills
- Proficient in MS Office, Publisher, Word and Excel, email systems and Internet

Please send resume and cover letter to Kathleen Keating at keatingk@stbchurch.org with the subject line of Administrative Assistant. No phone inquiries will be accepted.