

**Parish Secretary**  
**St. Francis Cabrini Catholic Parish**  
**10727 Hartsook St.**  
**Houston, TX 77034**

**Summary:**

St. Francis Cabrini Catholic Parish seeks a dedicated full time parish secretary to provide secretarial, Sacramental Records, receptionist, and office support related services. Suitable candidates must be task oriented with an excellent sense of priority, alertness, logic, objectivity and who exercises the particular abilities of a highly organized person. This includes working independently, with strong computer skills and is adept at using one or more word processing programs including but not limited to email and internet browsers, desktop publishing program, spreadsheet program, and database program. Suitable candidates must have well-developed people skills that include the ability to communicate well orally both in person, on the telephone, and in writing via text, parish email, parish social media, the parish website, and office correspondence. This position may have access to and regularly work with information of most sensitive, highly confidential, strategic, and critical nature therefore the ability to maintain confidentiality is essential. This position requires a practicing Catholic in good standing with the Church. This is a 12 month, full-time, benefits eligible position.

**Minimum Qualifications:**

At least two years college, additional business or secretarial training preferred, 3 to 5 years administrative support experience required, previous clerical experience in a Catholic Church is a plus.

**Suitable candidates** are encouraged to send a resume, cover letter, and minimum salary requirement to [freddy.ramirez@cabrinihouston.org](mailto:freddy.ramirez@cabrinihouston.org) with St. Francis Cabrini Parish Secretary in the subject field.