

Parish Secretary
Notre Dame Catholic Church
7720 Boone Road
Houston, TX 77072

Summary:

Notre Dame Catholic Church, a vibrant multicultural parish located in Southwest Houston, seeks a dedicated Parish Secretary to provide secretarial, Sacramental Records, 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. The Parish Secretary must exercise the particular abilities of a highly organized person and be able to work 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 job is 12 months, full-time 40 hours per week, and benefits eligible. The position requires a practicing Catholic in good standing with the Church.

Minimum Qualifications:

Minimum of High School Diploma with 2 years college education preferred; 3-5 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, with minimum salary requirement* to resume@archgh.org with Notre Dame Church Secretary in the subject field.

**Applicants who do not include minimum salary requirements may not be given further consideration.*