

FAITH FORMATION ADMINISTRATIVE ASSISTANT

ST. CECILIA CATHOLIC CHURCH

11720 JOAN OF ARC, HOUSTON, TEXAS 77024

JOB SUMMARY:

The Faith Formation Administrative Assistant is responsible for providing secretarial and related office service for the Faith Formation Staff and Faith Formation families. The Faith Formation Administrative Assistant will maintain a working relationship with the entire Faith Formation Team. These responsibilities include, but are not limited to: dealing with questions by phone and email, sacramental recording and certificates, assisting with various computer input and interacting with our computer applications for collecting funds, order requested supplies for our programs, etc. This is a full-time, non-exempt 40 hour a week position, which reports to the Director of Life Long Faith Formation.

QUALIFICATIONS:

- High School Degree required, college education in Business Management and or Computer strongly desired.
- Proficiency in Microsoft Office and Outlook is a must
- Experience working in a fast-paced office environment and customer service skills
- Minimum of two to five years' experience in the field of clerical/record keeping, word processing and or administration needed.
- Bilingual skills (English/Spanish) are preferred Experience working within the Catholic community preferable

Contact:

To apply send your Interest Letter and Resume to Karen Ann Martin, Director of Life Long Faith Formation to karenann@saintcecilia.org by September 16, 2022.