

Parish Secretary

St. Anne De Beaupre Catholic Church

2810 Link Road
Houston, TX 77009

Summary:

St. Anne De Beaupre Catholic Church 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 is a 12 month, 40 hours per week full-time, benefits eligible position. This position requires a practicing Catholic in good standing with the Church.

Minimum Qualifications:

Minimum of high school diploma with secretarial training or certifications a plus, with some college 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 St. Anne De Beaupre Parish Secretary in the subject field.

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