

Part-Time Parish Secretary Holy Name Catholic Church

Houston, TX

Summary:

Parish Office Secretary - Holy Name Catholic Church, Houston, TX is seeking a Part-time office employee who can work afternoons in a Christian faith-based office environment. The office employee must be dependable and understand the level of confidentiality expected of the position. The position is part-time, hourly (19hr/wk). Workdays and hours are negotiable.

Responsibilities:

- Interaction with church members to meet their needs
- Maintain sacramental records
- Hands on scheduling of halls and events
- Data entry of contributions
- Publishing of Parish Bulletin
- Professional relationship with pastor, parish ministries and parishioners
- Good understanding of Catholic practices in order to assist and/or guide parishioners and guests
- Office tasks include filing, answering the phone, and welcoming visitors

Required:

- Must be a practicing Catholic
- Computer proficiency in MS Word, MS Publisher, database management, and electronic mail
- Bilingual English/Spanish
- Proficiency in speaking and writing English/Spanish
- Maintain good communication with Pastor, ministry leaders, vendors, and staff
- Must have good organizational skills, and the ability to multi-task

Please direct all inquiries and resumes to: Fr. Cyriaque Sounou at cyriaquedejesus1@yahoo.fr.