

# **Parish Receptionist St. Patrick Catholic Church**

4918 Cochran St.  
Houston, Texas 77009

## **Summary:**

St. Patrick Catholic Church seeks a dedicated Full-Time Parish Receptionist to provide receptionist, secretarial, record keeping, and office support services. Suitable candidates must be task oriented with an excellent sense of priority, alertness, logic, objectivity and exercise the particular abilities of a highly organized person. This includes working independently, with strong computer skills with well-developed people skills that include the ability to communicate well orally both in person, on the telephone, and in writing via 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 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 receptionist and administrative support experience required, previous clerical experience in a Catholic Church is a plus. Bi-lingual English and Spanish with the ability to speak, read, and write effectively in both languages is required.

**Suitable candidates** are encouraged to send a resume, cover letter, and include a minimum salary requirement\* to [thwx@stpatrickcc.org](mailto:thwx@stpatrickcc.org) with St. Patrick Church Receptionist on the subject line.

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