

Secretary to the Pastor
St. Frances Cabrini Catholic Church
10727 Hartsook St.
Houston, TX 77034

Summary:

Under the supervision of the Pastor and in support of the Pastor's vision and mission, performs secretarial and office related duties aiding the Pastor to carry out administrative and parish related duties. The Secretary to the Pastor exercises the particular abilities of a highly organized person, is able to work independently, is adept at using one or more word processing programs, e-mail, and Internet browsers, and knows how to use a desktop publishing program, spread sheet program, database program, and other such programs as the parish deems necessary. This position requires highly developed people skills that include the ability to communicate well in person, on the telephone, e-mail, and text, and by the written word when called upon. This position could have access to and regularly works with information of a highly confidential and ability to maintain confidentiality is critical. This position requires a practicing Catholic in good standing with the Church. This is a 12 month, full-time, benefits eligible position.

Minimum Education:

High School Diploma or equivalent, with a minimum of 3-years secretarial experience, preferably in a parish office.

Suitable candidates may send a cover letter, resume, and minimum hourly rate to:
nicolas.ramirez@cabrinihouston.org with *Secretary to the Pastor* on the subject line.