

Faith Formation Department - Receptionist

St. Thomas More Catholic Church

Archdiocese of Galveston-Houston

Position Summary:

Under the supervision and in support of the Pastor's vision and mission, provides secretarial, communication, and office related services. The Faith Formation Receptionist exercises the particular abilities of a highly organized person, is able to work independently, is adept at using 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, social media, and by the written word when called upon. This position could have access to and regularly works with information that is confidential. Employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church.

Essential Duties and Responsibilities:

- Provides receptionist services for the Faith Formation Office including the recording of clear and accurate messages, the handling of routine questions about the parish, policies, events, etc.
- Perform data entry pertaining to Faith Formation.
- Translate English to Spanish and Spanish to English documents and letters per the Faith Formation Director's direction.
- Welcomes and direct visitors; offer hospitality to visitors waiting in the reception area.
- Answer telephone and direct calls appropriately
- Maintains parishioner data (Adds new members to parish database and continual update of current parishioner details).
- Inputs new registrations and any changes.
- Performs secretarial duties for the Faith Formation Department.
- Provides hospitality for volunteers.
- Runs mailing labels on request.
- Schedules office volunteers.
- Maintains security monitors in the gathering areas.
- Other duties assigned by the Pastor and/or Faith Formation Director.

EDUCATION and/or EXPERIENCE

- High School diploma or equivalent. Associates degrees preferred; experience in general administrative assistance roles preferred.

Please email a cover letter, resume and salary requirements to csample@stmhouston.org with Receptionist on the subject line.