

Part-Time Administrative Assistant

Holy Cross Chapel

905 Main St., Houston, TX 77002

SUMMARY

Holy Cross Chapel, a small chapel in the heart of downtown, serves many downtown professionals who attend the Chapel for daily Mass, confession, and spiritual direction. Business hours and working hours for staff members are Monday – Friday from 10am – 2pm.

A part-time position to serve as Administrative Assistant is currently open. The candidate will report directly to the Director. The Administrative Assistant will work closely with the Director to support him in managing the day-to-day business operations. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position as well as good customer relations and strong communication skills. The ideal candidate for this position is a skilled multi-tasker, is responsible and committed to quality and timely completion of work.

Essential duties and responsibilities include those listed below. Other responsibilities may be assigned as necessary.

Essential Duties and Responsibilities:

- Plan, coordinate, and carry out well thought plans for holy days, feast days, special events and Mass at the Chapel.
- Create, update, and publish the Chapel's communications, publications, and mailings through website, email, printed newsletter, etc.
- Review, approve, and code invoices and deposits with proper GL code for payment. Resolve any discrepancies found.
- Communicate, solicit, review, and negotiate work proposals and contracts.
- Schedule appointments, inspections, repairs, and regular maintenance work.
- Review and approve purchase order and reports.
- Serve as back-up sacristan, bookstore sales person, and other personnel roles.
- Complete other duties as assigned.

Required Skills and Abilities:

- Excellent interpersonal and problem-solving skills.
- Responsible, organized, detailed oriented with strong verbal and written communication skills.
- Self-starter with excellent team skills, positive attitude, high ethical standards, ability to prioritize and multitask.
- Ability to work independently and maintain office organization.
- Prompt communication/response to messages, emails, and inquires.
- Time management and accountability.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, Publisher, and have general IT knowledge.

Education and Experience

- Bachelor's degree in Business Administration or related field.
- Minimum of five years of experience in a business setting, non-profit experience is a plus.
- Demonstrate familiarity with accounting principles and financial management policies and procedures
- Experience leading and managing multiple tasks.
- Experience with upholding policies, procedures, and regulations.

Suitable candidates may submit a cover letter and resume to info@holycrosschapel.org.