Part-Time Parish Evening Office Associate
St. Faustina Catholic Church
Fulshear, Katy, Richmond

Summary:
St. Faustina Catholic Church is seeking a part time Evening Office Associate for the Parish Office. Excellent communication skills are required with the ability to work cooperatively with other staff members and volunteers. Ability to project a faith-filled presence and maintain confidentiality. Someone who exhibits a spirit of welcoming and hospitality to parishioners. The Office Associate will be the main contact for assisting with the needs of the ministry meetings and activities participating in the evening. They will be expected to perform duties that include answering phones, greeting parishioners and visitors with courtesy, and assisting with clerical needs during assigned work hours. The Office Assistants will be responsible for securing the building at the close of the evening. Bilingual – English/Spanish is preferred.

Applicants must be 18 years or older, have a dependable attendance record, strong interpersonal skills, with the ability to maintain confidentiality and the ability to learn and use standard office equipment. The position is hourly and part-time (16 to 20 hours/week).

Typical schedule will be Monday-Thursday 5:00-9:00pm. Schedules may vary depending on parish special event needs.

Essential Duties and Responsibilities:
• Provide administrative/receptionist services for the parish office including answering incoming phone calls, handling routine questions regarding policies, ministries, events, and other parish activities, and greeting visitors in an exceptionally hospitable and welcoming manner.
• Responsible for registration of new families and management of the Church Database.
• Ability to multi-task providing support and assisting with special projects and clerical requests from business manager and clergy.
• Proficient and accurate clerical skills including typing skills, copying, filing, alphabetizing.
• Advanced computer skills are a must with a high level of proficiency in Microsoft Office (Word, Publisher, Excel, PowerPoint and other related software.).

The ideal candidate for this position must have the following:
• Strong computer skills, experience with Microsoft Office Suite as described above. Knowledge of ParishSoft is a plus.
• Ability to manage multiple tasks efficiently and accurately.
• A strong work ethic and attention to detail with a history of reliable attendance.
• Action-oriented with a flexible disposition to adjust to changes in schedules, routines, and job assignments.
• Exhibits a commitment to good customer service with a spirit of welcoming, hospitality, and helpfulness.
• Bilingual – English/Spanish is preferred.

Experience:
Minimum of two (2) years of experience working in a similar position required.
Applicants must be 18 years or older.
Prior parish experience helpful.
A high school diploma or GED equivalent is required.

Interested candidates should send resume and cover letter to info@saintfaustinachurch.org with Parish Evening Office Associate in the subject line.