

**PART-TIME RECEPTIONIST**  
**Epiphany of the Lord Parish**  
**Katy, TX**

Epiphany of the Lord Catholic Church is seeking a part time Receptionist for the Parish Office. The receptionist is expected to perform duties that include answering phones, greeting parishioners and visitors with courtesy, and assisting with clerical needs. Applicants must be 18 years or older, have a dependable attendance record, strong interpersonal skills, ability to maintain confidentiality and willing to learn and use standard office equipment. The position is hourly and part-time (16 to 20 hours/week).

**Essential Duties and Responsibilities:**

- Provide administrative/receptionist services for the parish office including answering incoming phone calls, taking clear messages and routing requests to appropriate departments.
- Responsible for registration of new families and management of the Membership Database.
- Schedule events in our Scheduler Database.
- Take care of regular mail and deliveries.
- Ability to multi-task, assist with clerical requests from business manager and clergy.
- Proficient and accurate clerical skills including typing skills, copying, filing, alphabetizing.

**The ideal candidate for this position must have the following:**

- Strong computer skills, experience with Microsoft Office Suite (Excel and Word) and Outlook.
- Ability to manage multiple tasks efficiently and accurately.
- A strong work ethic and attention to detail with a history of reliable attendance.
- Bilingual – English/Spanish is a plus.
- Prior parish experience helpful.
- A high school diploma or GED equivalent is required.

Interested candidates should send resume and cover letter to [maria@epiphanycatholic.org](mailto:maria@epiphanycatholic.org) with “Receptionist Position” in the subject line.