

# Office Secretary

## St. Phillip the Apostle Catholic Church

Huffman, TX

SAINT PHILIP THE APOSTLE CATHOLIC CHURCH, Huffman, TX (Lake Houston area) is seeking a part-time office employee who can work in a Christian faith-based office environment. This is a well-paid position. The office employee must be dependable and understand the level of confidentiality expected of the position. Organization and communication skills are a must, as the part-time office work job is part of the larger, office team in place.

### **Responsibilities:**

- Committed to part-time working hours of Monday– Friday; 9 am – 1 pm
- Collaboration with office team to ensure all office needs are understood and met
- Professional relationship with Pastor, parish ministries and parishioners
- Solid understanding of Catholic practices in order to assist and/or guide parishioners and guests
- Office tasks include filing, answering the phone, and welcoming visitors

### **Required:**

- Must be a practicing Catholic
- Computer proficiency in MS Office applications and Google apps
- Communication with Pastor, ministry leaders, vendors, and office team
- Organizational skills

We look forward to hearing from you.

Please direct all inquiries and resumes to: Fr. Richard Barker at [pastor@stphilip.cc](mailto:pastor@stphilip.cc) or

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