

Executive Assistant to the Pastor St. Faustina Catholic Church

28102 FM 1093, Fulshear, TX 77441

Are you ready to embark on a thrilling journey of faith and growth? St. Faustina Parish in Fulshear, Texas seeks a passionate and dynamic Executive Assistant to the Pastor to join our vibrant staff and community. At St. Faustina, we are blessed with incredible growth and are currently in the middle of our campaign to build a new church. Our commitment to the young church is unwavering, and our hope is to create a space where our parishioners encounter Christ in profound ways. St. Faustina is more than just a parish - we are a center of Divine Mercy, where the love and mercy of Jesus Christ are lived, experienced, and shared. If you are eager to be part of a thriving Catholic community, St. Faustina Parish welcomes you with open arms!

Our ideal candidate should have at least five years of comprehensive administrative assistant experience preferably in a Catholic parish environment. Prior experience in a professional administrative capacity is a plus. A high school diploma or GED equivalent is required. The position requires speaking and writing in English and Spanish fluently with excellent grammar and writing skills. Having an advanced level of knowledge of Microsoft Office Products is required. Being a member of the Roman Catholic Church in good standing is required.

This position is a 40-hour, full-time, non-exempt hourly position eligible for benefits. Typical business hours are Monday to Thursday, 8 am to 5 pm and Friday from 8 am to 12 noon. Actual schedule may vary and will be set by the Pastor. The parish offices are closed on Saturday and Sunday.

Interested candidates are encouraged to submit a cover letter, resume, and references via email to deaconrandy@saintfaustinachurch.org