

Office Assistant

St. Jude Thaddeus Catholic Church

Highlands, Texas

SUMMARY:

This is a bilingual position providing clerical support to the parish. May be directed by the Pastor or receive instructions from the Pastor's delegate. This position is part-time, 20 hours per week.

ESSENTIAL FUNCTIONS

- Administrative, Clerical Support and Typing Functions:
- Help maintain Pastor's calendar.
- Communicates with parishioners' face to face, via telephone, or in writing.
- Answer telephone, direct incoming phone calls, and takes messages.
- Utilizes the ParishSOFT Family Suite system to input data and to identify parishioners of the parish.
- Maintains ParishSOFT database to include census information about parishioners including, but not limited to, financial data and sacramental records on a timely basis.
- Assist with bulletin announcements, event flyers, newsletters, and emails when appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have basic computer skills including Microsoft Word, Excel, Power Point, Publisher, and other software packages which may be needed for this position, Internet, and email competence.
- Excellent people relations skills for representing the parish to those who call or visit the
- Parish.

EDUCATION AND EXPERIENCE:

Minimum of High School Diploma or equivalent, some college preferred. Three years experience working in a professional office environment; prior experience working for a parish office is a plus.

Please send resume to business manager Maribel Chavez, 800 S. Main St. Highlands, Tx. 77562 or email at sjudebus@comcast.net.