

Secretary to the Pastor

St. Elizabeth Ann Seton Catholic Parish

6646 Addicks Satsuma Road
Houston, TX 77034

Summary:

St. Elizabeth Ann Seton Catholic Parish seeks a Secretary to the Pastor to support the Pastor's vision and mission. The Secretary to the Pastor will perform secretarial, receptionist, and office related duties aiding the Pastor to carry out his administrative and parish related duties. This position requires someone who exercises the particular abilities of a highly organized person, is able to work independently, is adept at using one or more word processing programs, e-mail, and Internet browsers, and knows how to use desktop publishing programs, spread sheet programs, database programs, and other such programs as the parish deems necessary. This position requires highly developed people skills that include the ability to communicate well in person, on the telephone, e-mail, and by the written word when called upon. This position may have access to and regularly work with information of a highly confidential nature and the ability to maintain confidentiality is critical. This is a 12 month, full-time, benefits eligible position and the Secretary to the Pastor must be a practicing Catholic in good standing with the Church.

Minimum Qualifications:

Minimum Associates Degree preferred with at least 3-5 years of experience in secretarial and office management work, prior work in a Catholic parish office is a plus.

Suitable candidates are encouraged to send a resume, cover letter, and minimum salary requirement to mearthman@seascatholic.org with Secretary to the Pastor in the subject field.