

Part-Time Receptionist/Administrative Assistant

St. Jerome Catholic Church

Position Type:

Job Summary:

This is a Part-Time position (two to three days a week, 9am-5pm) which will perform general secretarial and administrative duties.

Key Responsibilities:

- Greeting visitors: Making guests feel welcome
- Graciously answer the phone and greet people in a polite, professional, and cheerful manner, directing them to appropriate staff as required.
- Provide the recording and transmitting of clear and accurate phone messages and responds to routine questions about policies, events, etc.
- Receive payments and donations, issue receipts to parishioners-Cash, Credit Card, or check.
- Receive Mass intention requests and properly record date received and payment information.
- Maintain church sign-in/out of facility keys, etc.
- Responsible for Spanish/English Baptism registration, documentation, and certificates
- Provide clerical, secretarial, and other support services to the pastor, staff and ministries as assigned.

OTHER DUTIES AS ASSIGNED

Additional duties to be assigned based on skills and experience.

Qualifications:

- Bilingual – English – Spanish
- Computer literate
- Knowledgeable with Word, Publisher, Excel
- Knowledgeable in the Catholic Church teachings
- Professional attitude, exceptional organizational and communication skills

Submit resume to r.alcala@stjeromehou.org with **Receptionist/Admin Asst.** in subject line.

8825 Kempwood Dr. Houston, TX 77080
Phone (713) 468-9555 + Fax (713) 464-0325