

**Administrative Assistant
St. Faustina Catholic Church
Fulshear/Katy/Richmond**

Summary:

St. Faustina Catholic Church is seeking a full time, bi-lingual, Administrative Assistant. Excellent organizational skills are required with the ability to work cooperatively with other staff members and volunteers. Ability to multi-task, maintain confidentiality while providing support to the Business Manager and Family Life Director. Advanced computer skills are a must with a high level of proficiency in Microsoft Office (Word, Publisher, Excel, PowerPoint and other related software.). Having a work history demonstrating the ability to work with figures and basic accounting principles are important in this position.

The responsibilities and directives of this position will include a wide range of entry level accounting and varied administrative duties including marriage documents and calendar scheduling. The responsibilities are subject to change as the needs of the parish continue to grow.

This position is scheduled for a 40-hour week.

Essential Duties and Responsibilities:

- Accurately process and enter parishioner contribution donation data into the database.
- Prepare deposit distribution form from collection summary sheets, online platforms as well as mail in and drop off donations.
- Administrative support and management of capital campaign pledges, donations, and reporting.
- Administrative support to complete donation acknowledgement letters.
- Creating and maintaining an accurate filing system in accordance with Archdiocesan policy for all financial related transactions.
- Assist in recording of festival fundraiser donations.
- Administrative support for marriage preparation, including but not limited to, recording and printing certificates, interacting with engaged couples, maintaining related files, confirming appointments, and maintaining the parish's official record books on marriages and annulments.
- Creating work schedules for the custodians monthly in conjunction with the overall parish calendar.
- Answering phone calls/ emails. Back up Reception duties as needed.
- Assist with other administrative duties and projects as requested.

The ideal candidate for this position must have the following:

- Minimum of three years' experience in an office environment performing administrative assistant and clerical-type duties that involved dealing with the public in person or on the phone.
- Proficient computer skills, experience with Microsoft Office Suite including Excel and Publisher.
- Experience with high volume of data entry maintaining a high degree of accuracy.
- Excellent organizational and communication skills both speaking and in writing including the proper use of grammar (both in English and Spanish).
- Ability to manage multiple tasks efficiently and accurately meeting deadlines that are agreed upon.
- Ability to work independently and with a team on projects.
- Experience working with custom church software ParishSoft is preferred.
- A strong work ethic and attention to detail with a history of reliable attendance.
- Action-oriented with a flexible disposition to adjust to changes in schedules, routines and job assignments.
- Exhibits a spirit of welcoming, hospitality and helpfulness with a customer service orientation.
- Bilingual English/Spanish required.
- High school diploma or GED equivalent required.

Interested candidates should submit a resume via email to bgillespie@saintfaustinachurch.org with Administrative Assistant in the subject line.

St. Faustina Parish and the Archdiocese of Galveston-Houston are equal employment opportunity employers.