

Parish Secretary
St. Peter the Apostle Catholic Church
6220 La Salette Street
Houston, Texas 77021

Summary:

St. Peter the Apostle Catholic Church seeks a dedicated Full-Time Parish Secretary to provide administrative, secretarial, and receptionist duties, maintain Sacramental Records, and other office support related services to the Pastor. Suitable candidates must be task oriented with an excellent sense of priority, alertness, logic, objectivity and be someone who exercises the particular abilities of a highly organized person. This includes working independently, with strong computer skills and is adept at using one or more word processing programs including but not limited to email and internet browsers, desktop publishing program, spreadsheet program, and database program. Suitable candidates must have well-developed people skills that include the ability to communicate well orally both in person, on the telephone, and in writing parish email, parish social media, the parish website, and office correspondence. This position may have access to and regularly work with information which may be of a sensitive, confidential, strategic, and critical nature therefore the ability to maintain confidentiality is essential. This is a 12 month, full-time, benefits eligible position. This position requires a practicing Catholic in good standing with the Church.

Minimum Qualifications:

Some college completed and an associate's degree preferred. Additional business or secretarial training a plus; 3-5 years administrative support experience required, previous clerical experience in a Catholic Church is a plus.

Suitable candidates are encouraged to send a resume, cover letter, with minimum salary requirement* to stpetercc@sbcglobal.net with St. Peter the Apostle Catholic Church Parish Secretary on the subject field.

****Applicants who do not include minimum salary requirements may not be given further consideration.***