

# **Part-Time Church Administrative Assistant**

## **St. Nicholas Catholic Church**

Houston, Texas

### **Summary:**

Detail- oriented and organized Administrative Assistant to manage office operations, maintain records, and support parish clergy.

Key duties include handling communications, preparing bulletins, scheduling events, and managing supplies. Candidates should have strong organizational and communication skills, proficiency in Microsoft Office (Outlook, Word, Excel, One Note, Power Point, et.) and respect for Catholic traditions. Workdays Tuesday through Friday from 9:00am to 2:00pm.

Please send your resumes to: [\*\*stnichpastor@gmail.com\*\*](mailto:stnichpastor@gmail.com)