

Parish Secretary
St. Thomas the Apostle Catholic Church

1603 Avenue N
Huntsville, TX 77340

Summary:

The parish secretary/receptionist for St. Thomas should possess strong interpersonal, organizational, and time management skills. This position primarily involves interacting with individuals via phone, email, and in person, addressing each request courteously and professionally. Additional responsibilities include but are not limited to, preparing the weekly church bulletin for publication, recording weekly donations, maintaining accurate sacramental records, and assisting with document translations between English and Spanish.

Experience and Skills:

Candidates are required to have at least 5 years of experience in this role or a similar position. Proficiency in Microsoft Word, Publisher, and Parish Soft Family Suite, as well as, fluency in English and Spanish, is essential.

This is a full-time position with workdays from Monday to Thursday, 9:00 AM to 4:30 PM

Please send your resume to kboscarino@saintthomashuntsville.org