

# **Part-Time Receptionist (Two Positions Available)**

## **St. Mary of the Miraculous Medal Catholic Church**

Texas City, Texas

### **Summary:**

St. Mary of the Miraculous Medal is seeking two part-time bilingual (Spanish & English) receptionists to join our Operations Team. The ideal candidates will be warm, professional, and organized, with a passion for serving our parish community. The Church Receptionist will be responsible for greeting visitors, managing phone calls, handling administrative duties, and supporting parish communications. This role requires strong interpersonal skills, discretion, and a service-oriented mindset.

### **Available Roles & Work Schedules**

#### **Role 1:**

Monday – Thursday: **8:00 AM - 1:00 PM**

Sunday: **8:00 AM - 1:00 PM**

OFF: Friday & Saturday

**Total: 25 hours per week**

#### **Role 2:**

Monday – Thursday: **1:00 PM - 6:00 PM**

Friday: **8:00 AM - 1:00 PM**

OFF: Saturday & Sunday

**Total: 25 hours per week**

### **Key Responsibilities:**

**Reception & Guest Services:** Greet visitors warmly and assist with inquiries.

**Phone & Email Management:** Answer calls, direct messages, and respond to emails.

**Administrative Support:** Maintain the reception area, schedule meetings, update calendars, and assist with clerical tasks.

**Parish Communication:** Provide information about church services, sacraments, and events.

**Sacramental & Liturgical Support:** Assist with record-keeping and coordination of sacraments (baptisms, weddings, funerals).

### **Qualifications:**

**Education:** High school diploma or equivalent required.

**Experience:** Prior reception or administrative experience preferred.

Bilingual (Spanish & English) required.

### **Skills:**

Proficiency with Microsoft Office Suite.

Strong communication and organizational skills.

Ability to multitask and handle sensitive information with discretion.

Familiarity with Catholic Church practices (preferred).

### **Additional Expectations**

Exhibit professionalism and warmth in all interactions.

Collaborate with parish staff, ministries, and volunteers.

Maintain confidentiality and uphold the church's mission and values.

### **To Apply:**

If you are interested in joining our team, please submit your resume to [nsanchez@stmarycctc.org](mailto:nsanchez@stmarycctc.org).

We look forward to welcoming a dedicated team member to support our parish community!