

Part-Time Communications Specialist

St. Andrew Catholic Church

Channelview, TX

Primary Responsibilities:

- 1) Prepare weekly bulletins, manage parish website and social media accounts.
- 2) Help receptionist to answer phone, greet and help visitors.
- 3) Help other office staff as needed.
- 4) 15 – 20 hours a week (negotiable).

Candidates must be bilingual, computer literate, and active in their faith. Safe environment training required.

Interested candidates, please email your work history, contact information for three (3) references, and pay expectations to Fr. Tom at ftom@standrewchurch.net or mail to:

Fr. Tom Hawxhurst
St. Andrew Catholic Church
827 Sheldon Rd
Channelview, TX 77530