

Parish Receptionist
St Matthew the Evangelist Catholic Parish
9915 Hollister Street
Houston, TX 77040

SUMMARY

In support of the pastor's vision and mission, the Receptionist will provide secretarial and office related services to the parish. Suitable candidates must exercise the particular abilities of a highly organized person and be able to work independently. This position requires a working knowledge and experience using one or more word processing programs, e-mail and Internet browsers. Experience using a desktop publishing program, spread sheet program, and database program is preferable. This position requires highly developed people skills, which includes the ability to communicate well in person, on the telephone, e-mail and text, and by the written word when called upon. This position is full time, 40 hours per week, 12 months and benefits eligible. All Employees of St. Matthew the Evangelist Parish are expected to conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcome and greet visitors to the parish office.
- Provide receptionist services and record clear, accurate messages.
- Maintain and provide easy access to parish files.
- Register new parishioners.
- Enter contributions.
- Coordinate the Quinceanera Mass schedule
- Maintain the Mass intention book, the distribution of Mass cards, and receive the Mass offering.
- Perform data entry.
- Follow all Archdiocesan Internal Controls and Policies
- Gather data and return reliable, pertinent information to the Pastor.
- Sunday Announcements

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Excellent interpersonal skills are essential with a high degree of sensitivity for confidentiality and the Receptionist must have a pleasant and welcoming demeanor. This position requires complete fluency both written and oral in English with Spanish fluency is a plus. Candidates must have proven typing skills, be task oriented with an excellent sense of priority and organization and be capable of handling a number of issues simultaneously. Basic math skills are essential.

EDUCATION AND EXPERIENCE

Must have a high school diploma or equivalent with at least 5 years office experience working as a receptionist in a busy office.

Suitable candidates may send a cover letter, resume, and minimum salary requirements to admin@stmatthewhou.org with **Receptionist** in the subject line.