

Receptionist

St. Patrick Catholic Church

Houston, Texas

Summary:

St. Patrick Catholic Church is seeking a bilingual (Spanish & English) receptionist 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 with a time schedule from 9:00am-6:00pm (1 hour lunch).

Key Responsibilities

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

Phone & Email Management: Must be able to triage calls and redirect them to the appropriate staff, direct messages, and respond to emails.

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

Mass Intentions - Receives donations, provides receipts, schedules the mass and logs the information in the Mass Intention Calendar

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 Fr. Jorge L. Martinez at jmartinez@stpatrickcc.org.

*****The responsibilities listed above are representative of the position of Receptionist and are not all inclusive. The position includes other responsibilities identified as needed by the Pastor. *****