



Sacred Heart
Catholic Church



SACRED HEART CATHOLIC CHURCH

POSITION TITLE: Office Receptionist

Opening Date: July 29, 2025

Closing Date: When Filled

Location of Job: Sacred Heart Catholic Church

Location Address: 3910 SE 11th Ave., Portland, OR 97202

Position: Part-time (19 hours), non-exempt, not benefits eligible.

General Statement of Duties:

Greets and receives callers and visitors in a welcoming manner on behalf of the parish and maintains internal administrative communication.

- Receives individuals or groups at the parish office and provides assistance or refers elsewhere, as appropriate.
- Answers the telephone in a timely, professional and pleasant manner and routes calls to proper person or office.
- Provides general information and services to persons calling or visiting the parish, as authorized by supervisor.
- Distributes incoming mail and assures outgoing mail is taken to the mailbox or post office on a daily basis. Handles or assists with bulk mailings.
- Assists parishioners with Mass request, Mass cards and information about stipends.
- Opens the parish office each morning and is responsible for all machines being turned off and office being secured at the end of the workday.
- Coordinates the use and scheduling of parish facilities, assists with parish bulletin and mailings, directs volunteers as needed and performs other necessary work-related duties as needed.

Specific Job Skills:

Understanding of general principles of office operations and secretarial procedures. Proficiency with computer, calculator and all basic office equipment. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines. High level

of accuracy and attention to detail with ability to maintain confidentiality. Ability to use a telephone system. Ability to perform tasks with minimal supervision.

Education And/or Experience:

Active member of a Roman Catholic parish faith community or have knowledge of and be compatible with the mission of the Catholic Church in Western Oregon. Excellent verbal communication skills. Ability to honor and maintain confidentiality. Ability to accurately record messages and refer visitors or callers. Previous experience is useful.

How to Apply

To apply for this position, please send resume and cover letter to mkueber@archdpdx.org and businessmanager@sacredheartportland.org.