

# ST. PETER CATHOLIC CHURCH

## IGLESIA CATÓLICA DE SAN PEDRO

*For the Evangelization of Southeast Portland - Por la Evangelización del Sureste de Portland*

**Church/Iglesia: 5905 SE 87<sup>th</sup> Ave., Portland OR 97266**

**Office/Oficina: 8623 SE Woodstock Blvd.**

**[www.stpeterpdx.org](http://www.stpeterpdx.org) | 503-777-3321**

### **POSITION TITLE: Office Assistant**

**Opening Date:** September 19, 2025

**Closing Date:** When Filled

**Location of Job:** St. Peter Catholic Church

**Location Address:** 5905 SE 87th Ave., Portland OR 97266

**Position:** Part time, non-exempt

**Position Summary:** St. Peter is looking for an organized, mission-driven person to serve as an office assistant. This is a position requiring strong communication skills, both oral and written, and adept organizational skills with attention to detail. You will serve as a vital aid to the pastor, coordinating office operations and communications, and so help the parish in the mission to evangelize Southeast Portland.

#### **Primary Responsibilities:**

- Serves as the pastor's secretarial assistant
- Oversees the organization of parish files, registrations, records, and maintenance schedule
- Coordinates communication with parishioners, volunteers, contractors, and tenants
- Oversees the monthly bulletin and parish website

#### **Required Knowledge, Skills, and Abilities:**

- Proficient in Microsoft Word and Excel
- Excellent communication, writing, and interpersonal skills
- Ability to collaborate with others
- Must be a practicing Catholic

#### **Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

**Please send resume and cover letter to Fr. Stephen Kenyon at [skenyon@archdpdx.org](mailto:skenyon@archdpdx.org) to apply.**