

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 87th Ave., Portland OR 97266

Office/Oficina: 8623 SE Woodstock Blvd.

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 to apply.