



**ARCHDIOCESE  
OF PORTLAND IN  
OREGON**

**Department of Catholic Schools**  
Holy Trinity School

**Position Title:** Long Term Substitute Administrative Assistant

**Position Start Date:** 2/12/2024

**Position Closing date:**

**Catholic required or preferred:** Catholic preferred

**Full-time or Part-time:** Full-time

**Does this position require a teaching license:** No

**Grade(s):** N/A

**Subjects Taught:** Self-contained, multiple subjects

**School Name:** Holy Trinity School

**Principal or contact person:** 12/11/2023

**Address:** 13755 SW Walker Rd.

**City:** Beaverton, OR 97005

**Email for Contact Person:** [sdummer@htsch.org](mailto:sdummer@htsch.org)

**Contact phone number for position:** 503.644.5748

Holy Trinity Catholic School is looking for an organized and warm Substitute Administrative Assistant for our school office. The school Substitute Administrative Assistant is responsible for welcoming students, parents and guests into the school. Our Substitute Administrative Assistant maintains all school records, including our student database, attendance, volunteers, safety and compliance. As the main point of contact for our school, the Substitute Administrative Assistant must be timely, organized, flexible and have excellent communication skills. A Holy Trinity employee is committed to the success, personal and spiritual development of all students. We are looking for a warm and collaborative Substitute Administrative Assistant who will add to our vibrant and welcoming community.

Please follow the application process here:

<https://www.surveymonkey.com/r/L6LPH9C>