

BILINGUAL SECRETARY/RECEPTIONIST
St. Mark the Evangelist Catholic Church

5430 W. Ridgecreek Dr.
Houston, Texas 77053

Job Summary: The parish secretary serves the parish as a hospitable point of contact for the needs of parishioners, oversees parish communication, receives and records donations and handles general organization processes within the parish office. The Bilingual Parish Secretary/Receptionist must be able to communicate clearly and compassionately across all demographic groups in both English and Spanish. The parish secretary also assists pastor and may sometimes assist parish administrator. This is a full time position, Monday-Friday, 9-5 PM.

Responsibilities:

- Handles parish business with courtesy and professionalism
- Answers incoming phone calls, inquiries, and digital communications in English and Spanish, assisting parishioners with their needs
- Answer inquiries pertaining to sacramental preparation
- Responsible for paperwork for baptismal preparation classes.
- Maintains sacramental records for the parish, including notification of sacraments received by parishioners at other parishes, and prepares sacrament certificates as requested
- Registers new parishioners and maintains parish database
- Prepares/edits weekly bulletin, posts timely and relevant information on parish website
- Publishes parish information and announcements on social media
- Coordinate the Safe Environment program

Qualifications

- A practicing Catholic
- Bilingual (English and Spanish) – fluency in speaking and writing English and Spanish
- Computer proficiency in MS Word, Excel, PowerPoint, Publisher and Outlook
- Good organizational skills and the ability to multi-task
- Maintain good communication with Pastor, ministry leaders and staff
- Must be dependable and understand the level of confidentiality
- High School Graduate

Interested candidates may submit resumes to admin@stmarkshouston.org or by Fax to (281) 835-6303 to the attention of Fr. Oscar Castro.