

**Secretary – Sacramental Records**  
**Sacred Heart of Jesus Catholic Community**  
6502 CR 48, Manvel, TX 77578

Sacred Heart of Jesus Catholic Community is seeking a part time Secretary for the Parish Office. The Secretary – Sacramental Records is expected to maintain all sacramental record books accurately and in a timely manner. Position will also assist Parish Secretary with phone calls and walk-in requests in the parish office. Applicants must be 18 years or older, have a dependable attendance record, strong interpersonal skills, ability to maintain confidentiality and willingness to learn procedures and requirements of sacramental recording. Training will be provided. The position is hourly, part-time, Monday – Friday 9am – 1pm (20 hours/week). Bilingual English/Spanish required. To view complete job description, visit [www.sacredheartmanvel.org](http://www.sacredheartmanvel.org).

**To apply for this position, please submit a cover letter and resume to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org) with the subject line “Secretary – Sacramental Records”.**