

Parish Office Administrative Position Open

Queen of Heaven Parish, 5311 Phoenix Ave, NE, 87110, 505-881-1772

General Job Description: 17 hours per week of parish front office administration, Wednesday, Thursday and Friday.

Requirements: Must be able to...

Be a practicing Roman Catholic dedicated to Church teaching and have the desire to share that dedication and love with others.

Take direction from supervisor, work with people in a respectful and courteous manner.

Be proficient in computer skills including Microsoft, Excel, Word, Outlook and Internet Explorer.

Maintain various databases.

Be proficient in recording information for records and registrations, have organizational skills associated with office administration, and be proficient in using standard office equipment.

Learn and implement all Archdiocesan and parish policies.

Work independently and possess initiative in accomplishing tasks and anticipating requirements. Be on time for all work related duties.

Have good communication skills including the patience to work with people of various backgrounds and faith levels.

Be proficient in written and spoken English. Proficiency in Spanish is desired but not required.

Attend and successfully complete all training and certification as assigned.

Pass criminal background check.

Starting pay: \$12.00 per hour. 90-day probationary period.

Applications are available from the parish office and must be completed and submitted to Fr. William E. Young, by close of business 4 August 2017.