



## **BILINGUAL PARISH SECRETARY**

**Job Title:** Parish Secretary  
**Opening Date:** 3/1/2017  
**Location Name:** St. Matthew Church  
**City:** Hillsboro  
**State:** OR  
**Zip:** 97123  
**Job Number:**  
**Job Category:**  
**Position FTE:** Full time  
**Term of Service:**

### **Position Summary:**

St Matthew is a vibrant Catholic Parish in Hillsboro staffed by the Missionaries of the Holy Spirit and a great team of lay ministers. Centered in Christ, our Priest, Prophet, and King, we continue His evangelizing mission. As such, we are looking for one qualified individual to join our team. We are in need of a full-time & bilingual (English/Spanish) parish secretary.

### **Specific Job Skills:**

The successful candidate will be fluent in English & Spanish - speaking, writing, and publishing, have a proven ability to work efficiently in a busy office, & be proficient in Word, Publisher, & general database software. Three years' experience as an administrative assistant in parish or non-profit setting is ideal.

Candidate will be a practicing Catholic. We offer an excellent benefits package. Email resume & cover letter to [deitland@stmatthewhillsboro.org](mailto:deitland@stmatthewhillsboro.org). No phone calls please. Open until filled.