



# ARCHDIOCESE OF PORTLAND

IN OREGON

*Human Resources*

## RECEPTIONIST

**Job Title:** Receptionist

**Opening Date:** March 13, 2017

**Location Name:** Holy Family Catholic Church

**City:** Portland

**State:** OR

**Zip:** 97202

**Job Number:**

**Job Category:**

**Position FTE:** Part time, hourly (Tuesday-Thursday, 9 AM to 2 PM)

**Term of Service:**

### **Position Summary:**

Holy Family Catholic Church in Portland, Oregon is seeking a part time Receptionist to facilitate communications and act as a minister of hospitality to the parish.

The Parish Receptionist ensures that all aspects of his/her responsibilities are carried out in a manner that effectively serves the needs of Holy Family Community. He/she shall carry out his/her responsibilities in a manner that reflects Catholic teachings.

### **Duties:**

- Provides skilled secretarial services for parish staff and committees
- Maintains accurate parish records
- Maintains our website and social media
- Answers phone calls and assists the caller in a professional manner
- Welcomes and assists visitors to the parish office
- Assists with the Sunday bulletin (including printing and inserts)
- Oversees maintenance and operations of office machines, equipment and phone system
- Maintains inventory of office supplies
- Maintains confidentiality in all areas of responsibility



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- Applies legal, ethical and moral standards to fulfillment of job duties
- Processes and distributes mail
- Assists staff with creation of promotional materials such as postcards, reports and flyers
- Facilitates large bulk mailing projects including supervision of volunteers
- Provides back up to Administrative Assistant when necessary

### **Qualifications:**

- High School diploma and a minimum of three years' office work experience
- Working knowledge of Windows and Microsoft Office applications (Word, Excel and Publisher) and standard business practices
- Demonstrated effective interpersonal skills
- Ability to prioritize work assignments
- Flexibility to adjust to changes in schedules, routines and job assignments

To be considered, please send cover letter and resume to [hrHFP@comcast.net](mailto:hrHFP@comcast.net). **No phone calls please.**