



BILINGUAL ADMINISTRATIVE ASSISTANT

Job Title: Bilingual Administrative Assistant

Opening Date: 5/12/2017

Location Name: St. Anne Church

City: Grants Pass

State: OR

Zip: 97526

Job Number:

Job Category:

Position PTE: Part Time

Term of Service:

Position Summary:

St. Anne is looking for a bilingual (English/Spanish) Administrative Assistant for the Pastoral Ministries. This person will serve as a liaison to parishioners, helping our pastoral staff serve our community. Applicants must possess written and spoken fluency in English and Spanish.

Duties:

- Translating documents between English and Spanish
- Helping parishioners register for sacramental preparation classes
- Use of basic computers skills, such as email, social media, Microsoft Word, Excel
- Efficient record keeping and documentation
- Creation of materials for pastoral activities
- Maintain ethical boundaries and confidentiality on all matters related to parish work

This position will average 19 hours a week and will be located in the front office of the Parish Center. Please submit resume and cover letter by May 31st to searchcommittee@stannegp.com or svoehl@stannegp.com with Bilingual Administrative Assistant position in the subject line.