



BILINGUAL PARISH SECRETARY

Job Title: Bilingual Parish Secretary
Opening Date: July 28, 2017
Location Name: St. Luke Catholic Church
City: Woodburn
State: OR
Zip: 97071
Job Number:
Job Category:
Position FTE: Full Time
Term of Service:

Position Summary:

St. Luke Catholic Church, in Woodburn, OR has an immediate opening available for a full-time Bilingual Parish Secretary.

Job Requirements:

1. Must have an understanding of general principles of office operations and secretarial procedures.
2. Proficiency with computer, calculator and all basic office equipment, including experience with Microsoft Office Suite.
3. Must be organized and able to prioritize workload to meet demands and deadlines.
4. Requires excellent communication skills (both verbal and written) in Spanish and English.
5. High level of accuracy and attention to detail with ability to maintain confidentiality.
6. Requires extensive close work and keyboarding at 50 wpm and 10-key by touch.
7. Ability to use multi-line telephone for long periods of time and work with lots of interruptions.
8. The ideal candidate will be a high school graduate with 3 to 5 years of secretarial experience with 2 to 4 years' experience in parish, pastoral center or other related entity, along with knowledge and understanding of church organization and operational procedures preferred.
9. Prefer practicing Catholic.



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IN OREGON

Human Resources

For consideration please send resume and cover letter highlighting how your experience and education meet the above requirements to cvistica@archdpdx.org or mail resume and cover letter to:

St. Luke Catholic Church
Attn: Business Manager.
417 Harrison Sr.
Woodburn, OR 97071