



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Administrative Assistant

Opening Date: January 8, 2018

Closing Date: February 1, 2018

Location of Job: Holy Family Catholic School

Location Address: 7425 SE Cesar E. Chavez Blvd., Portland, OR 97202

Position: Full Time / Temporary

Position Summary: Holy Family Catholic School is seeking a full-time administrative assistant to begin immediately.

Job Duties:

1. Running the main office
2. Keeping the school calendar
3. Updating the web site
4. Providing first aid/medication administration
5. Maintaining student files
6. Assisting staff members with resources and materials
7. Maintaining confidentiality

Skills / Education:

1. The candidate must be able to operate email
2. Possess strong technology skills, including the use of Microsoft Word, Microsoft Excel and Microsoft Publisher
3. Accuracy to detail
4. Good verbal and written communication
5. Highly organized
6. Flexible
7. Ability to work as an individual and as a member of a team

8. Ability to work and interact with children in a positive manner
9. Have a minimum of 2 years secretarial experience or equivalent training and/or education
10. Experience working in schools, nonprofit or religious organization(s)
11. Prefer practicing Catholic

The pay rate will be determined based on the qualifications and experience of the candidate. This position is a 10 month position (approximately). Candidate will have 6 weeks off (approximately) in July and August. Benefits are included. Please send resume, cover letter and references to:

Loretta.wiltgen@holyfamilyportland.org

Holy Family Catholic School
7425 SE Cesar E Chavez Blvd.
Portland, OR 97202

No phone calls please.