



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Receptionist**

**Opening Date:** March 16, 2017

**Location of Job:** St. Anthony Catholic Church

**Location Address:** 9905 SW McKenzie Street, Tigard, Oregon 97223

**Position:** Full Time

**Start Date:** May 1, 2018

**Position Summary:** St. Anthony Catholic Church is a prayerful, diverse and vibrant community. Our Community offers its 10,000 members a variety of resources and opportunities to grow in the faith and to serve as dynamic disciples. Our Parish is seeking an energetic, bilingual, welcoming receptionist. The main responsibility of the receptionist position is to communicate professionally and personally with parishioners, visitors, volunteers, and employees and to work as the liaison between the community and church staff while handling multiple tasks.

### **Job Duties:**

- Greet visitors and answer phones
- Distribute mail and respond to mail as appropriate
- Manage parish database and records
- Orders supplies for office, sacristy, etc.
- Support Pastor and the Business Manager
- Maintain Parish Calendar
- Coordinate Mass Preparation & Volunteers
- Record and coordinate sacraments (Baptisms, Weddings, and Funerals)
- Work as part of a team.

**Skills / Education:**

- Proficient in English and Spanish
- High School Degree required; Associate's Degree preferred
- Minimum of 5 years of experience working in a clerical setting.
- Minimum of 2 years of experience working in a Catholic Church setting preferred
- Strong Organizational Skills
- Proficient in Microsoft Office Products

**To apply, please address you resume and cover letter to [office@satigard.org](mailto:office@satigard.org).**