

**ST. WILLIAM CHURCH  
POSITION ANNOUNCEMENT**

**PARISH SECRETARY/RECEPTIONIST- BILINGUAL**

St. William Church, located at 719 North Main St. in Shelbyville, TN, is seeking candidates for the position of Parish Secretary-Receptionist. This position is part-time, 17.5 hours per week. Work schedule is from 9:30am to 1:00pm Monday through Friday.

Primary functions of this position are to greet visitors, respond to or direct incoming email and written correspondence; answer telephone and record messages; provide secretarial and clerical support to the pastor, ministries, and parish organizations; maintain sacramental records; maintain parish calendar; and schedule parish facility usage.

Education/Experience:

- High School Diploma or equivalent
- Prior work experience in an office setting with knowledge of standard office equipment

Other Skills or Requirements:

- Must be bilingual in English and Spanish, oral and written
- Attention to detail and accuracy of work
- Ability to perform assigned tasks with minimal supervision
- Intermediate level computer skills with ability to use email, internet, and Microsoft Office software applications such as Word and Excel
- Prefer candidate with experience using Parish Data Systems
- Ability to honor and maintain confidentiality
- Practicing member of the Roman Catholic faith preferred
- Sacramental knowledge a plus
- Willingness to submit to criminal background screening

Competitive pay based upon qualifications and experience. Please email resume and cover letter to: Rev. Louis Rojas at [st.william931@gmail.com](mailto:st.william931@gmail.com).

POSTING DATE: January 19, 2017

DATE AVAILABLE: Immediately