POSITION TITLE: Secretary/Receptionist (Bilingual)

Opening Date: January 28, 2020

Closing Date: When Filled

Location of Job: St. Cecilia

Location Address: 12250 SW 5th St, Beaverton, OR 97005

Position: Non-Exempt, Part Time, 18hr/wk

Position Summary:
St. Cecilia Parish is seeking a qualified person to serve as our 18 hour/wk. bilingual Secretary/Receptionist for Hispanic Ministry. Applicant needs experience working with the computer, good “people” skills, and a good knowledge of Catholic faith and practice. Receptionist, Resource Person, Administrative Assistant to the Spanish Religious Education program, and contact person for communication with parishioners and the broader Spanish speaking community of Beaverton.

Primary Responsibilities:
- Supervises volunteers and secures buildings on Wednesday nights during the Spanish Religious Education programs.
- Must speak, translate and write in both English and Spanish
- Greets individuals or groups in the parish office and answers parish main phone line, and provides assistance or refers elsewhere, as appropriate.
- Must be able to multi-task in a sometimes busy and noisy environment.
- Must dress in a professional manner; no jeans, tank tops, short shirts, flip-flops, etc.
- Performs other work-related duties as requested by staff.
- Maintains strict level of confidentiality.
• Hours are Monday through Thursday from 1:00pm-5:00pm, and 6:00pm-9:00pm on Wednesday nights when Faith Formations are held during school year.
• Hispanic Receptionist will report to the Hispanic Minister first then if the Hispanic Minister is not available, the assistant will report to the Office Coordinator.

Job Scope:
• Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

Communication/Client Contact:
• Contacts are made with others both inside and outside the organization, either by telephone or in person. Contact frequently contains confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisors’ request and on the employee’s own initiative. Person needs to have sufficient familiarity with basic Catholic Church teachings and practices to be able to answer common questions that frequently arise.

Job Conditions:
• Work is performed in an office setting, under continual, tight deadlines.

Required Knowledge, Skills and Abilities:
• Show initiative, needing only a moderate amount of supervision to work effectively.
• Understanding of general principles of office operations and secretarial procedures.
• Proficiency with a computer, calculator and all basic office equipment. This would include, experience with Microsoft Word and Excel.
• Must be able to prioritize workload to meet demands.
• Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines.
• High level of accuracy and attention to detail, with ability to maintain confidentiality.
• Requires extensive close work and keyboarding at 30 wpm and 10-key by touch.
• Ability to use a telephone for long periods of time.

Minimum Qualifications:
• Valid driver’s license
• Administrative experience with focus on programs and
Projects
- Must be proficient in oral and written Spanish

Physical Demands:
While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please send resume, cover letter and references to brichardson@stceciliachurch.org to apply.