



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Administrative Assistant

Opening Date: January 7, 2020

Closing Date: 2/26/2021

Location of Job: St. Francis Catholic School

Location Address: 15643 Oregon St, Sherwood, OR 97140

Position: Full-time

Position Summary: Manage front office, social media accounts, school website, meet and greet families and students, and have strong writing and communication skills. Work collaboratively with the school and parish staff.

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 and cover letter to Denise Gonzalez at dgonzalez@sfsherwood.org to apply.