FULL-TIME POSITION AVAILABLE

Administrative Assistant

The Diocese of Houma-Thibodaux seeks to employ a full-time Administrative Assistant for the Office of Worship.

Essential Duties include:

• Performing general secretarial duties including but not limited to answering incoming phone calls and emails, production of letters, making appropriate copies, keeping all files up-to-date.
• Making preparations for diocesan liturgies, including creating programs, securing volunteers, etc.
• Coordinating registrations and order of items for the office or in bulk for parishes
• Prepare all check requisitions for payment of invoices for the office
• Coordinating receptions associated with diocesan liturgies
• Assisting on-site with all diocesan liturgies
• Backing up the diocesan front desk receptionist at the Pastoral Center

Requirements:

• High School diploma or its equivalent
• 1-3 years of experience in an office environment
• Successfully complete and keep current Safe Environment Training, which includes criminal background check
• Reliable transportation

Competitive pay, comprehensive benefits package including health, dental, and wellness insurance, generous paid time off.

For consideration, please submit a cover letter and a resume to hr@htdiocese.org (subject line Office of Worship).

Applications are now being accepted until the position is filled.
The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

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*The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.