



ARCHDIOCESE
OF PORTLAND IN
OREGON

Date: 1/7/2021

Department of Catholic Schools Job Posting
St. Francis Catholic School, Sherwood, Sherwood

Position title: **Administrative Assistant**

Position Start Date: **1/19/2021**

Application closing date: **2/26/2021**

Grade(s):

Subjects:

Full or Part-time: **Full-time**

Catholic required/preferred: **Catholic preferred**

Does this position require a teaching license? **No**

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.

Principal or Contact Person: **Denise Gonzalez**

School Name: **St. Francis Catholic School, Sherwood**

Address: **15643 Oregon Street**

City, State, Zip: **Sherwood, OR 97140**

Contact email: **dgonzalez@sfsherwood.org**

Contact Phone: **503-625-0497**