

JOB OPENING AT MISSION DOLORES BASILICA

**Full Time Administrative Assistant
Mission Dolores Parish Office**

Mission Dolores Basilica in San Francisco is looking for an enthusiastic, detail oriented person with office secretarial and administration skills. Mission Dolores is a dynamic and diverse parish located in San Francisco.

Job duties to include: Secretarial, Administration and Management of facilities.

Excellent communication skills, general computer knowledge and the ability to multi-task a must. Spanish speaking. Familiarity with the Catholic Church highly desirable. **comprehensive benefits package offered.

**Please send resumes to: Fr Francis
Garbo: fgarbo@missiondolores.org**