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