

Holy Name of Jesus-St Gregory the Great Parish- RCC

Part Time Receptionist (bi-lingual): Job Summary

Our Parish, on Manhattan's Upper West Side, is looking for a bi-lingual part time Receptionist to support our parish office, church and friary. This position reports to The Director of Parish Operations and will work Monday-Friday, afternoons and evening hours. Confidentiality, excellent organizational skills and accuracy are key, along with good customer relations and the ability to communicate clearly. The ideal candidate for this position is outgoing, a skilled multi-tasker, accurate and reliable.

Responsibilities and Duties

- Provide a warm, welcoming and helpful presence to all
- Assist all that visit the front office with: mass cards, group donations, candles, new parishioners' registration and requests for sacraments. Provide information as appropriate
- Keep accurate records and secure all contributions collected
- Answer phones and answer questions related to parish schedules, activities and fees
- Provide accurate information, date entry and documentation on requests regarding sacraments (baptism, marriage), funerals, prayer requests, mass intentions, etc.
- Provide direction and contact information for other parish activities (FCC, Thrift Shop and Food Pantry)
- Sort and distribute mail. Accept deliveries
- General clerical duties: filing, computer work and mailings
- Review parish's general email box. Answer and forward as appropriate
- Projects and duties as assigned

Qualifications and Skills

- General computer and telephone skills (Microsoft Office tools)
- Basic keyboarding/typing
- Data Entry experience
- Bi-lingual (Spanish)

Job type: Part-Time

Job Location: New York. Upper West Side, Manhattan

Work Authorization: United States (Required)