

St. Vincent de Paul Church Receptionist

The receptionist greets parishioners and visitors in the parish office, answers calls, provides information, schedules Mass intentions, communicates messages to the pastor & others on the parish staff. Duties also include scheduling baptisms and the preparation of baptismal certificates and related paperwork, prepares letters for the pastor & performs other office duties.

Qualifications include:

Bilingual—English & Spanish speaking and writing; Computer skills: Microsoft Suite; well organized; peaceful & patient disposition. This is a part-time, hourly position. Please contact Lorena Castillo-Ritz at 704-644-4653 or email resume to lcastillo-ritz@charlottediocese.org.