

## IMMEDIATE OPENING FOR PARISH RECEPTIONIST

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

Qualifications include:

- Bilingual: English and Spanish speaking and writing
- Computer skills: Microsoft Word & Publisher
- Well-organized
- Peaceful & patient disposition.

This is a part-time, hourly position. If you are interested in applying please send your resume to:  
Lorena Castillo-Ritz:

[lcastillo-ritz@charlottediocese.org](mailto:lcastillo-ritz@charlottediocese.org) or to the parish office; 704-644-4653