

Administrative Assistant for Music, Liturgy, and Marriage programs

St. Michael Catholic Church

1801 Sage Road
Houston, TX 77407

Summary:

The Music and Liturgy departments are searching for a full-time (40 hour) Administrative Assistant. Among the duties of the assistant are: facilitating and assisting activities of all choirs, maintaining music files and music database, scheduling liturgical ministers, registering participants for baptism preparation process, preparing marriage information packets, and maintaining sacramental records pertaining to baptisms and marriages.

Education/Experience:

The applicant must have computer skills including publishing and scheduling software, working knowledge of Catholic liturgy and music. Must be organized, outgoing, flexible and a self-starter. Some evening and weekend work may be required.

If interested, please send letter of interest and resume, via e-mail to jalexander@stmichaelchurch.net noting Liturgy and Music support on the subject line.