

Job Opening at Nativity



RECEPTIONIST in Church Office

Nativity Catholic Church is currently searching for an afternoon (1:00 pm-5:00 pm) Church Office Receptionist. Primary duties are answer all incoming telephone calls, greet all walk-ins, translate and type Spanish Bulletin weekly, manage daily Mass intention book, coordinate funerals, distribute mail daily, and other various administrative tasks. Ability to handle sensitive situations is required.

Qualifications include:

Bilingual (proficient in both spoken and written English & Spanish) is required.

High School degree or equivalent, Bachelors degree a plus
Active member of a Roman Catholic parish faith community.

Ability to take initiative, set priorities and organize work effectively and efficiently

Ability to work flexible hours (may not always be necessary)

General office and business training required

Proficient in MS Office (Word, Excel, Powerpoint, Access) and Internet required.

PDS (Parish Data Systems) experience is a plus.

Please send a resume directly to Nativity Catholic Church's Finance Director:

Robert J. Martin, Esq.

Nativity Catholic Church

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Brandon, FL 33511-5443

Telephone: 813-681-4608

E-mail: finadminasst@nativitycatholicchurch.org