

JOB OPENINGS



Parish Receptionist / Secretary

We have a job opening for a part-time, weekday Parish Receptionist/Secretary. The ideal candidate will possess strong organizational and communication skills, detail-oriented, courteous and efficient phone etiquette, and proficient use of computer software including, but not limited to Microsoft Word, Excel, and Outlook. The preferred candidate would have experience in a church setting and be bilingually fluent (*English & Spanish*) in both speaking and writing. Interested persons should submit a cover letter and a resume to our Business Manager, Marlice S Casnave, at mcasnave@corpuschristicc.org. No phone calls please.

Facilities Technician

We have a job opening for a part-time Facilities Technician. The responsibilities of the position include, but are not limited to, general repairs and projects throughout the property and performing routine day-to-day building maintenance tasks. Experience in building maintenance is preferred. Interested persons should submit a cover letter and resume to our Business Manager, Marlice S. Casnave, at mcasnave@corpuschristicc.org. No phone calls please.

