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### RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Holy Trinity Catholic Church is seeking a full time receptionist/admin assistant to support the Pastor and parish. This is a front office position seven (7) hours per day Monday to Friday complete with a benefit package. Applicants must be well organized with exceptional time management skills, proficient with Microsoft 365 and current media software. Preference may be given to active members of a Roman Catholic parish. Compensation will be commensurate with qualifications and experience. Candidates will submit a resume c/o The Pastor by Friday July 26. Only candidates selected for an interview will be contacted.