

## Office Communications (Bilingual) Assistant

Job Description / Job Posting (updated: February 26, 2024)

*Our Lady of Lourdes, West Orange, NJ*

### General Description of Position

The Office Communications (Bilingual English/Spanish) Assistant provides day-to-day support services to the Pastor, Bookkeeper, and Administrative Assistant. Work week is estimated at 10 hours / week and hourly wage \$16 to \$18 per hour. Work will be in the daytime between 10 am – 3 pm on selected days which may be flexible. Training will be provided.

Are you interested? Email your resume to [fatherjimferry@lourdeswestorange.org](mailto:fatherjimferry@lourdeswestorange.org).

Call **973.325.0110**.

### Specific Duties/Responsibilities

- Assistance to Administrative Assistant in parish communications and Religious Education
- Welcome and communicate to visitors and callers on the phone and in person.
- Provide Mass cards and handle other inquiries.
- Assistance with communication with vendors, contractors, building repairs, inspections.
- Bilingual communication: Spanish and English for visitors and parishioners, phone, email and in person.

### Qualifications/Skills

- Fluency or strong proficiency in both Spanish and English.
- Good communication skills
- Computer proficiency in Microsoft Office, especially MS-Word. (Training is available for all necessary websites and office software)
- Proficiency with internet searches and search engines.
- Ability to respond to requests from Pastor, Bookkeeper, Administrative Assistant.
- Ability to look for solutions and work as part of a team.
- Valid driver's license and vehicle.
- Proficiency with e-mail, texting, including archiving and organization of emails, updating of address books, forwarding, and replying, attaching and detaching documents related to emails.
- Must be able to maintain confidentiality
- Strong work ethic.

### Education and/or Experience

- High School diploma or GED
- Minimum of three years office or business experience or equivalent volunteer experience