

Christ the King Church seeks a person to be our next Parish Secretary. Qualifications include a high school education, computer literacy, experience in dealing with the public, and ability to multitask. Duties include answering the telephone, greeting visitors, keeping the pastor's calendar, posting contributions to the computer, preparing sacramental certificates, keeping records, renting parish facilities and other duties as described in the job description.

This is a full-time position with benefits and competitive salary. The position is open immediately.

If interested, submit a cover letter and resume to:

Pastor
Christ the King Church
2112 S Greenwood Ave.
Fort Smith AR 72901