

Administrative Assistant Position Opening

Our Lady Queen of Heaven Parish in Spanaway, WA is seeking a full-time Administrative Assistant. We are a diverse and welcoming 1000 member parish. The Administrative Assistant is a parish office team member and is responsible for the areas of Parish data entry, Sacramental records, calendaring, volunteer management, website, social media, purchasing office supplies, bulk mailing and interim for the bookkeeper. The ideal candidate will have strong interpersonal and organizational skills and be proficient in Publisher and Google Suite. The job description is extensive. The right person will receive on the job training. The successful candidate will have a minimum of 2 year degree college degree, or related field, along with 5+ years of office experience. The ideal candidate will be a practicing Catholic.

Salary in accord with Archdiocesan guidelines. Position open until filled. For a full job description and employment application, visit <https://www.ourladyqueenofheaven.org>. Return application, cover letter and resume by email to deaconjim@ourladyqueenofheaven.org or by mail to: Attn: Deacon Jim Fish, Our Lady Queen of Heaven Church, 14601 A Street S, Tacoma, WA 98444.