



**Maria  
Immacolata  
Catholic  
School**

Position Announcement

**Maria Immacolata Catholic School** is currently seeking a full-time **Secretary** to:

- Meet and interact with the public and employees in routine situations which require tact, discretion and courtesy.
- Provide day to day operation/clerical support for all programs and staff of Maria Immacolata Catholic School
- Assist, schedule, and handle logistics of all programs that are in line with the goals of Maria Immacolata Catholic School and the Diocese of Houma-Thibodaux
- Develop, maintain and monitor accurate, neat and efficient electronic and manual filing systems and record keeping.
- Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, verbal instructions or dictation.

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills including MS Office software are required. Must be able to maintain confidentiality; work independently and as a team; and multi-task in a fast paced environment.

The candidate shall possess:

- Minimum education of high school diploma
- 1-3 years of office experience required
- Knowledge of Roman Catholic Church Teachings preferred

The position will require a work schedule of 35 hours per week; Monday-Friday 7:30 am-3:30 pm. This is a 200-Day Secretary Position: 10 days prior to the beginning of the school year and 10 days following the end of the school year. Work schedule will fluctuate with scheduled evening and weekend programs. Excellent benefits and generous paid time off included. Salary will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to [pdavis@htdiocese.org](mailto:pdavis@htdiocese.org) or it may be dropped off between 8:00 am-4:00 pm Monday- Friday at Maria Immacolata Catholic School, 324 Estate Drive, Houma, LA 70364

Applications are now being accepted until May 15, 2017 or until position is filled.

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*(985) 876 - 1631 \* 324 Estate Drive, Houma, LA 70364*

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