



Bilingual Parish Secretary

St. Rose of Lima Church in Freehold, NJ is looking for a professional, team oriented, friendly, welcoming person for a part time Bilingual Spanish parish secretary. As a practicing Catholic in good standing with the Church, the applicant must have experience working in a similar position. This qualified candidate must have good interpersonal communication, organizational and technical skills, including, but not limited to Microsoft Office (Outlook, Word, Excel, Publisher, Power Point). The ideal candidate will need to be welcoming and must be fluent in both English and Spanish; able to prepare correspondence and provide customer service on the telephone in both languages.

Interested and qualified applicants may email their resume, including two professional references and cover letter to gvang@stroseoflimachurch.org or mail to St. Rose of Lima Church, 16 McLean Street, Freehold, NJ 07728. Phone calls and walk-ins will not be accepted. Immediate opening.