



Our Lady of Lebanon

Maronite Catholic Church

719 University Place • Lewisville, Texas

Office 972.436-7617 or 221-7705

Fax 972.221.3430

Our Lady of Lebanon Maronite Catholic Church in Lewisville, Texas is currently seeking a part-time Administrative Assistant for our parish. The Administrative Assistant provides secretarial services to the Pastor and helps runs the day-to-day operations of the parish office.

Qualifications:

- Communications for parish including email and phone
- Assist in paying bills and writing letters
- Sacramental updates in parish registries
- Purchase supplies for parish
- Schedule mass intentions for parishioners
- Assist in organizing events

Qualifications:

- Must be active member of a Catholic faith community and knowledgeable in the faith
- Bachelor's degree college education
- Knowledgeable and experienced in using a computer, including Microsoft Office Suite
- Experience in business correspondence
- Excellent English grammar and writing skills

Candidates should submit a cover letter and resume to: LadyofL719@gmail.com

Thank you and God bless,

Rev. Assaad ElBasha