



Saint Francis Xavier  
Catholic Church

## **Receptionist Position Open**

Full time - 31 hours per week / 5 days a week

Proficient in computer/office skills

Bilingual

Must be able to converse and write in English and Spanish

### Benefits Offered

Medical

Basic Life and AD&D

Health Savings Account

Flexible Spending Account

Dental / Vision

403(b) Retirement

Resumes to:

Reverend Joe Culotta, Pastor

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