

DIOCESE OF PROVIDENCE  
ONE CATHEDRAL SQUARE  
PROVIDENCE, RHODE ISLAND 02903

## **Open Position Notice**

**Date:** July 7, 2017  
**Position Title:** Secretary  
**Agency/Office:** Our Lady of Fatima Parish, Cumberland  
**Work Schedule:** Part Time, 25 Hours Per Week, Flexible

### **Position Requirements:**

Our Lady of Fatima Parish in Cumberland, RI is seeking a part time Secretary to assist in the daily operations of the office. The ideal candidate will be bilingual in English and Portuguese, and have a strong administrative background. Experience should include computer proficiency with the Microsoft Office suite, customer service, and excellent communication and organizational skills. Practicing Catholic preferred.

The position totals 25 hours per week, Monday through Friday, with some flexibility in daily schedule.

### **Interested applicants should send a cover letter and resume to:**

Our Lady of Fatima Parish  
Attn. Rev. Fernando Cabral  
1 Fatima Drive  
Cumberland, RI 02864

Or via email to: [olf@olfchurch.com](mailto:olf@olfchurch.com)