

Assistant to the Coordinator of Young Adult Ministry St. John Vianney Catholic Church

625 Nottingham Oaks Trail
Houston, TX 77079

Summary:

St. John Vianney is a dynamic parish of more than 4500 families on the west side of Houston, TX. We have an immediate opening for an Assistant to the Coordinator of Young Adult Ministry. This position will assist our expanding Young Adult Ministry and help with our High School Confirmation Preparation Program under the direction of the Coordinator of Young Adult Ministry. This is a full-time position that includes regular evenings and weekends with a competitive starting salary and full benefits.

Education and Experience:

A Bachelor degree is preferred but experience may be substituted. At least one year of professional ministry experience is highly desired. Experience with Young Adult Ministry is a plus but not required. Bilingual in Spanish is a plus but not required.

Desired Qualifications:

- Ability to work both independently and collaboratively in a team setting and environment.
- Self-motivated, good planning ability and able to track multiple events and deadlines.
- Good verbal communication skills and excellent written communication.
- Highly organized and detail oriented with ability to multi task while maintaining a flexible schedule and accomplishing tasks in a timely manner.
- Proficient with office machines: copier/printer, phone (multi-line), etc.
- Intermediate level computer skills required in Word, Excel, Publisher, PowerPoint, Outlook, etc.
- Intermediate level computer skills preferred in WordPress, Photoshop, Hootsuite, MailChimp, etc.
- Capable of creation of social media content and management of a targeted social media campaign (Facebook, Twitter, Instagram).

Interested candidates should submit a cover letter and resume to Tashina Cooper, Coordinator of Young Adult Ministry, tcooper@stjohnvianney.org.