

Sacred Heart – Conroe, TX
704 Old Montgomery Road
Conroe, TX 77301

Stewardship & Development Office Assistant: Sacred Heart – Conroe, TX seeks a full-time Stewardship & Development Office Assistant. This position requires an individual who is committed to completing the administrative tasks for the parish's stewardship and development department. These include annual stewardship programs, fundraising events, coordinating and recruiting volunteers, providing administrative support to communicate with underwriters and sponsors to raise funds for the parish and Archdiocese through capital campaigns, annual festivals, the Diocesan Services Fund, database management, grant opportunities and other development opportunities as identified. Sacred Heart Parish has approximately 7,500 families and is north of Houston, Texas near Lake Conroe.

EDUCATION and/or EXPERIENCE: The Stewardship and Development Office Assistant must be dependable and highly-organized. The position requires that the employee have attention to detail, database management experience and the ability to meet deadlines. The candidate needs to be a high school graduate with a minimum of 5 years of administrative experience. Prior experience working in a parish setting is preferred but not required. Fluency in English/Spanish both written and verbal is required.

Work Environment: General Office Environment and on some occasions working outside in various temperatures and weather conditions. Applicant must be prepared to work in the evenings and weekends in order to meet the needs of the parish.

If interested, please submit a cover letter with resume via email to eborski@shconroe.org. Please place the job title on the subject line.