

Part-Time Director of Christian Action St. Bernadette Catholic Church

15500 El Camino Real
Houston, TX 77062

Summary:

St. Bernadette Catholic Church has a part-time position (25 hours per week) available. The Director of Christian Action provides leadership for our Social Justice ministry. Christian Action is a parish ministry to research, facilitate and initiate charitable works within the parish and community. To accomplish this, it is essential that we maintain an awareness of the physical and emotional concerns of our parish and community. We assist parishioners and those within our community in times of crisis, promote an awareness of the needs of the underprivileged, and provide the opportunity for parish members to become directly involved with charitable works. Major areas of responsibility include:

- Collaborates with the pastor and designated ministers to develop and implement the parish's social outreach agenda.
- Prepares short and long-range plans and develops programs, goals and strategies to respond to these needs
- Assures the development of current volunteers for social outreach purposes including training, motivating and supporting volunteers.
- Coordinates local food drives
- Coordinates with other ministry leaders for outreach programs
- Disaster Relief Coordination (hurricanes etc.)
- Helping Hands Ministry Coordinator

Education/Experience:

The successful candidate will possess a Bachelor's degree or equivalent in theology, education, public health, social work or a related field with a minimum of five (5) years successful social work experience.

Qualifications:

- Demonstrated knowledge of and commitment to the social justice mission of the universal and local church
- Must have hospitality, respect and dignity for all people
- Must be able to pass a background check and successfully complete the Safe Haven/Safe Environment training
- A practicing Catholic in good standing with the church
- Highly competent in the use of Microsoft Office Suite
- Must be detailed oriented, ability to multi-task, and work collaboratively

Interested candidates submit a resume to Kathleen Keating at keatingk@stbchurch.org with the words "Director of Christian Action" in the subject line.