

Quinceañera Specialist

Sacred Heart Catholic Church

704 Old Montgomery Road
Conroe, TX 77301

Summary:

Sacred Heart – Conroe, TX seeks a part-time Quinceañera Specialist. This position requires an individual who is committed to completing the administrative tasks for under the direction of the Youth Pastor & Vocations Director provides efficient, consistent and courteous administrative, logistical, and catechetical support for youth and adults of Sacred Heart Parish within the Quinceañera program in order to assist in building up the kingdom of God. Sacred Heart Parish has approximately 7,500 families and is north of Houston, Texas near Lake Conroe.

EDUCATION and/or EXPERIENCE:

The Quinceañera Specialist must be dependable and highly organized. The position requires that the employee have attention to detail and the ability to meet deadlines. The successful candidate should be a high-school graduate. 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.