

Office-Campus Manager

St. Philip the Apostle Catholic Church

Huffman, TX

Summary:

This **small parish** in Huffman TX (Lake Houston area), is looking for an:

- Full-time (40 hrs per week), salary and benefits
- New position, reports to the pastor
- Preferred: bilingual, college and 10+ years experience
- Satisfactory background check required prior to hiring
- **Strong hands-on office skills:** skilled in accounting, payroll, scheduling, reporting, computer, software, purchasing and correspondence
- **Strong hands-on property skills** (approx 5 acres, 30k sq ft) : oversees campus maintenance, repairs, cleaning, vendors, suppliers, contractors, bidding
- **Strong hands-on relationship skills:** collaborates with pastor, maintenance coordinator, parish ministers, councils, parishioners, and downtown chancery departments

Your resume will be considered if it meets the following criteria:

- 1) Aligns with this job posting
- 2) Written in jargon-free language
- 3) Emailed as an attachment to the pastor at pastor@stphilip.cc

