

Communications/IT Director St. John Vianney Catholic Church

625 Nottingham Oaks Trail
Houston, Texas 77079

Summary:

St. John Vianney Parish is seeking a qualified individual to fill the position of Communications/IT Director. St. John Vianney Parish was established over fifty years ago and is located on twenty-two wooded and landscaped acres in west Houston. The parish community consists of five thousand families who regularly use the large church, chapel and nine support buildings occupying over 50,000 square feet.

Qualifications desired for the position include:

- Technical knowledge of software, hardware, network/user administration, and security
- Proficiency in writing/editing, communications, marketing and strategy
- Good understanding and/or knowledge of cloud-based communications platforms which includes, but is not limited to: email marketing, social media, podcast, WordPress, online payments and event registrations
- Excellent budgeting, organizational, communication, managerial and administrative skills
- Proven leadership, teamwork and problem solving attributes
- College/technical degree or ten years of experience in computer technology

The IT system presently consist of five (5) physical servers and eleven (11) virtual servers and seven (7) IDF's across the campus. The workstation environment consists of fifty-seven (57) Windows workstations, running Windows 10 and MSOffice 2013. ParishSoft is the web-based software currently used for the church management database and facility scheduling. There are also several in-house MSAccess databases in use. The parish is open to replacing these with third-party solutions once the correct software is identified. Email is currently hosted using Office 365.

Inquiries and resumes should be directed to C.J. Pete Prados, Business Manager, at pprados@stjohnvianney.org.