



## JOB OPENING

### **Title: Programs Coordinator**

**Location:** Vincentian Service Center (6654 Gulf Freeway, Houston)

We are seeking an organized, customer service-oriented, computer savvy professional to join the Programs team. A successful candidate is a people person who excels in administration functions and enjoys keeping things running smoothly.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

### **Essential Responsibilities:**

- Schedule drivers for pickups and deliveries of donations
- Accurately record donations including both in-kind and food
- Prepare and analyze reports on reports and analyses distribution processes and donations received.
- Acts as part of a team that is responsible for the strategic direction for In-Kind Donations between the Society and Donation Campaigns in the community
- Ensure all staff maintains a courteous and cooperative attitude toward donors, assuring that all pick-ups and deliveries are completed to the donor's satisfaction
- Develop processes to identify customer problems; develop solutions; evaluate quality of work throughout the fulfillment, delivery and receiving processes; establish product (donations) standards
- Serve as systems point-person for data base reporting and troubleshooting to include: POS, Client Data Base, Logistics Software, and Employee Tracking according to confidentiality/privacy policies

### **Qualifications:**

- Associate degree (A.A.) or equivalent from two-year college or technical school; Bachelor's degree preferred
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. Strong Microsoft Office Skills (Word, Excel, PowerPoint, and Access) required
- Familiarity with Apricot, and POS preferred
- One to two years related experience and/or training required
- Ability to work Tuesday-Saturday 8:30am to 5:30pm and overtime hours as required. Saturday hours may vary as needed.

### **Interested Applicants:**

- Submit your application by clicking the link to our posting:

<https://j.brt.mv/ATS/jb.do?reqGK=27351196>

OR

- Email: [careers@svdphouston.org](mailto:careers@svdphouston.org) for the link to be sent to you electronically