JOB OPENING

Title: Bilingual Office Social Services Coordinator
Location: Holcombe Office (2403 Holcombe Blvd, St. Dominic Campus)

We are seeking a bilingual, service-oriented, administrative professional to join the Vincentian team. A successful candidate will be able to communicate in both Spanish and English over the phone, in person, and through written documentation; have great organizational and data management skills and be proficient in Microsoft Office Suite.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a 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:

- Communicate effectively in both Spanish and English over the phone, in person, and through written documentation. Prepare communications in English and Spanish via fliers, email blasts, etc.
- Manage extensive data, including accurate database entry and updates.
- Maintain and ensure referral list is current: verifying Church and other agency information, services offered (including languages available) and hours of service and identify gaps in service.
- Process Church Volunteer applications from start to finish, including running background checks, verifying VIRTUS attendance and follow-up to check status and update DonorPerfect, applicant, and conference accordingly.
- Effectively translate training materials and documents from English to Spanish, ensuring the context and meaning of the materials is clear.
- Be familiar with the Catholic Social Teachings of the Church.

Qualifications:

- Associate degree (A. A.) or equivalent from two-year college or technical school.
- Ability to understand the wider context and create meaning in translations between English and Spanish.
- 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 DonorPerfect preferred.
- One to two years related experience and/or training required.
- Ability to work Monday-Friday 9am to 5:30pm and evenings, weekends and overtime hours as required.

Interested Applicants:

- Submit your application by clicking the link to our posting:
  https://www.indeedjobs.com/society-of-st-vincent-de-paul-d0dcab3/_hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLikN87qYWwuQ5KTT3HXx1L4
- Email your resume to: careers@svdphouston.org