Part-Time Social Ministries Outreach Coordinator II
Most Holy Trinity Catholic Church
1713 N. Tinsley
Angleton, Texas  77515

Summary:
Most Holy Trinity is seeking applicants for a Part Time (16 hours per week) Social Ministries Outreach Coordinator for the day-to-day operations of the St. Thomas Center Resale Shop. A ministry of Most Holy Trinity, the St. Thomas Center provides a full range of social ministry support including food pantry, financial assistance, and a clothing voucher program. Funds raised in the Resale Shop go to support these ministries. The Outreach Coordinator will primarily work to provide customer service, donor assistance, volunteer scheduling, and oversight of the daily sales floor operations of the Resale Shop. Secondly, when needed, will provide occasional assistance with the Food Pantry and Client Assistance programs. A successful applicant will be customer service oriented, mission minded, have good organizational skills, like thrifting, merchandising, working with others, and be a practicing Catholic in good standing with the Catholic Church with knowledge of Catholic Social Teaching. Salary will depend on qualifications and experience.

Education/Experience/Requirements:
- High School degree or equivalent, required
- Associate’s degree or higher preferred,
- 3 -5 years retail experience required, or, any combination of education and experience which would provide an equivalent background
- Must possess strong written, verbal and computer skills, knowledge of Microsoft Office and Excel
- Experience operating resale technology and equipment, including POS
- Knowledge and implementation of generally accepted accounting principles.
- Must possess strong interpersonal skills
- Must be able to work occasional weekend
- Must be able to pass a traditional financial and criminal background check
- Must be able to complete Archdiocesan Safe Environment training
- Must be able to honor and maintain confidentiality and work without close supervision
- Certification in Social Ministry preferred (Training available)
- Bilingual preferred, not required

Interested Applicants:
For a full job description and application, click www.mhtangleton.org.

Interested applicants should send completed application with cover letter, resume with salary requirements, and references by email to: csscott@mhtangleton.org