Stewardship Associate
Christ the Redeemer Catholic Church
Houston, TX

Summary:
Hours: 15-20 hours per week; weekday evening and weekend work required. Reports to: Director of Stewardship & Advancement. Collaborates with: Director of Director of Stewardship & Advancement and other department leads across the parish in support of the mission of growing disciples and sustaining parishioner commitment to stewardship.
The associate supports the Office of Stewardship & Advancement and other church staff through the execution of parish events and programs that both inspire and engage parishioners in the practice of ongoing stewardship.

Responsibilities
• Provide logistical, planning, marketing and day-of support for parish wide events including, but not limited to, the CtR Spring Festival; CtR Block Party; Trunk or Treat; CtR Catholic School Chili Cook-Off; Advent by Candlelight; CtR Day of Service; Lenten Retreat; Ministry Fair; Welcoming Sundays; Coffee & Donuts Sundays; and parish donor/volunteer appreciation events and programs.
• Work directly with a volunteer stewards from across the parish community and a variety of active ministry groups to meet objectives
• Assist with the production of donor solicitation and acknowledgment materials, and in tracking donor information for events and initiatives
• Assist with the ongoing engagement efforts of the CtR Welcoming Committee – including follow-up communication with new parishioners, events, and other outreach
• Support social media coverage of parish wide events and stewardship programs, as needed
• Provides general administrative support and other duties as assigned by the director

Qualifications
• A Catholic in good standing
• High school diploma required, college degree or degree in-process preferred
• Experience in special events, volunteer management or fundraising work, church or non-profit setting a plus
• Solid computer literacy: MS Office (PowerPoint, Outlook, Excel, Word, etc.) and Google suite, database skills, and the ability to learn new digital platforms to execute events and programs
• Photography experience
• Strong collaborative, organizational, communication and creative skills
• Can work independently and with a team to prioritize and meet deadlines and goals, while maintaining flexibility
• Maintains confidentiality and discretion regarding donors, gifts and volunteers

Please send a resume and cover letter to Megan Dillingham, director of Development and Stewardship, at megan.dillingham@ctrcc.com.