

Coordinator of Member Services and Volunteers Prince of Peace Catholic Community

19222 Tomball Parkway
Houston, TX 77070

Summary

The Coordinator of Member Services and Volunteers will be under the Evangelization Team and oversee the connecting of first-time guests or long-time parishioners to the life of the parish through serving in ministries and spiritual growth opportunities. This person will lead the initiative of welcoming new members through a culture of hospitality, create strategies to recruit volunteers for parish ministries and special events, and guide parishioners to grow deeper as disciples of Jesus.

Must-Haves

- Minimum High school diploma or equivalent
- Equally proficient in both English and Spanish
- Understands the process of evangelization and discipleship
- Experience in volunteer development and/or hospitality
- Gifted in interpersonal communication skills
- Excellent organizational and computer skills
- Proactive and driven to develop and execute strategies in collaboration with parish staff and ministry leaders

Nice-To-Haves

- Experience with church management systems or web-based communication platforms

General Responsibilities

- Oversees the entire parish welcoming and hospitality process, especially before and after Masses
- Develops and coordinates new member registration and orientation process
- Provides leadership and support in welcoming first-time guests and engaging current members, especially those who attend infrequently and are disconnected
- Tracks the progress of parishioners' discipleship journey and identifies opportunities for growth
- Ensures follow-up communications to verify member needs are addressed by parish staff or ministry leaders
- Oversees member-related inquiries and promotes online community engagement
- Prepares and analyzes reports showing the status of parish engagement
- Supports the volunteer recruitment efforts of ministry leaders and parish staff
- Leads the parish in developing a culture of service
- Implements a talents and gifts assessment to guide members to specific service opportunities
- Other duties may be assigned from time to time.

Candidates should submit a cover letter and resume via email to Resumes@POPHouston.org. Please include "Coordinator of Member Services and Volunteers" in the subject line.