JOB OPENING

Title: Bilingual (English/Spanish) Vincentian Services Coordinator
Location: Holcombe Office (2403 Holcombe Blvd, St. Dominic Campus)

We are seeking a team oriented and bilingual (Spanish) Vincentian Services Coordinator. The Vincentian Services Coordinator position is necessary to achieve three of the organization’s strategic goals- increase membership among younger and more diverse members; develop additional conference work to attract and retain members and expand presence in underserved communities. This individual will perform the necessary activities to support program and committee operations, working alongside other program personnel to drive quarterly and annual goals that collectively increase SVdP membership, engagement, and program performance. The Vincentian Services Coordinator will be responsible for producing bimonthly newsletters for the conferences as well as frequently traveling to Conferences when necessary to achieve strategic objectives. The position will report to the Chief Program Officer and will be a key member of the Programs team.

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:
- Collaborate with volunteer members to plan and facilitate virtual and in-person meetings
- Coordinate internal and external communication to increase accountability for achieving committee goals
- Schedule, attend, and implement virtual note-taking tools (take minutes as needed) for committee meetings to increase accountability of committee objectives
- Work with other program staff and departments to collect, compile, schedule, and disseminate bi-monthly membership newsletters
- Maintain community, parish, and Conference relations that increase capacity and efficiency
- Provide technical assistance to Conference members as needed to complete committee objectives
- Assist with other outreach, engagement, and communication tasks to grow and expand the Society
- Frequent travel within the 10-county area the Society serves

Qualifications:
- Two (2) years minimum of professional work experience in the non-profit industry preferred
- Experience with online analytics, graphic design, Wix, Mailchimp, and social media is a plus
- Experience with video editing software, such as Capcut, is a plus
- Bilingual- English/Spanish required
- Proficient in Microsoft Word and other Office applications
- Ability to work collaboratively with a diverse team of volunteers as well as independently

Interested Applicants:
- Submit your application: - https://jobapply.page.link/Bw1Ne