

Business Administrator

St. Mary of the Miraculous Medal Church - Texas City

Job Summary:

St. Mary of the Miraculous Medal Catholic Church Texas City is hiring a full time Business Administrator. The Administrator will work under the direction of the Pastor. The Administrator will be responsible for overseeing and managing all the Church's financial, administrative, and operational functions. The Administrator will oversee the use of the church spaces by different groups, and provide support to the pastor, church leadership, and ministries. The Business administrator must understand and respect the vision and mission of St. Mary of the Miraculous Medal Catholic Church

Responsibilities:

- Work together with the Pastor, Parish Councils, and Parish staff to implement the mission of the church.
- Experience in leadership of employees
- Guide and oversee the administration of the parish and staff.
- Oversee implementation and maintenance of the Church Management software.

Qualifications and skills:

- Experience in Business Management
- Organizational skills
- Communication skills
- Leadership skills
- Proficient in MS Office suite
- Familiar with the Church Management software
- Experience in budgeting and bookkeeping are preferred.

Interested applicants should send resume to nsanchez@stmarycctc.org. Please place Business Administrator on the subject line.