



JOB OPENING

Title: Bilingual (English/Spanish) Program Support Coordinator

Location: Holcombe Office (2403 Holcombe Blvd, St. Dominic Campus)

We are seeking a team oriented and bilingual (Spanish) Program Support Coordinator. The Program Support Coordinator ensures the smooth operation and growth of the programs and new initiatives launched, fostering a welcoming environment for volunteer community members while meticulously managing administrative processes.

This individual will champion the organization's values, facilitate seamless communication, assist with operational efficiency and adhere to compliance standards. The position will report to the Chief Program Officer and will be a 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:

- Coordinate volunteer application process including Archdiocesan *Catholic Mutual Group: Safe Haven* training, providing monthly updates to the Director of Membership Engagement and District Associates.
- Process new volunteer and membership applications and initiate entries into the National SVdP database on a monthly basis.
- Run, analyze and leverage data reports for effective communication on a monthly basis.
- Monitor and report on Formation activity registrations and *Getting Ahead Program* registrations.
- Uphold financial practices by processing checks for Development and Finance Departments and securing program resources for participants.
- Daily monitoring and management of the Vincentian Services email, responding to inquiries and concerns in a 24-48 business hour period to maintain effective operational standards.
- Greet and appropriately direct Central Office visitors in the waiting area demonstrating core values of the organization.
- Manage phone calls and direct callers to the 211 Helpline for financial assistance or the appropriate staff for volunteer, membership, and donation concerns.
- Provide clerical support to key stakeholders including the Program Manager, District Associates, Director of Membership Engagement, and Chief Program Officer, ensuring seamless operations and administrative efficiency.
- Manage inventory levels by ordering, organizing, and distributing essential supplies and shipping materials for various programs and formation activities.

Qualifications:

- Three (3) years minimum of professional work experience in the non-profit industry preferred
- High School Diploma required
- 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/PTrTs>