



Society of St. Vincent de Paul

Archdiocese of Galveston-Houston

July 2024

JOB OPENING

Title: Bilingual (English/Spanish) District Associate- Southwest Houston/Galveston Area

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

We are seeking a team oriented and bilingual (Spanish) Non-Profit Regional Program Associate for the Southwest Houston Metro Area and Galveston. The Program Associate position is necessary to support the organization's strategic goals and support our vast volunteer community that fosters friendship, spirituality and service. The Program Associate provides support and guidance to volunteer district presidents and community leaders, ensuring alignment with organizational standards and fostering community engagement.

This individual will support volunteer district presidents with overseeing compliance, managing resources and representing the society at events, all while exercising independent judgement to enhance district operations and promote the organization's mission and strategic goals. This position will require you to travel 80% of the time to the different conferences in the Houston Metro Area, including Fort Bend, Brazoria and Galveston Counties and will include a car allowance. 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:

- Work closely with district presidents and conference leaders to ensure adherence to the Rule and Manual, providing guidance and support as needed.
- Conduct regular visits to Conference locations to offer on-site training, evaluate compliance, and foster strong relationships with local teams.
- Communicate and disseminate announcements and information to districts, including volunteers and leadership, through email, phone calls, texts and established office hours.
- Represent the organization at community events, engage with the community and audience, talk to participants at various outreach and special events serving as an ambassador to promote the mission, increase membership and community impact.
- Assist the Director of Membership Engagement with formation activities on Saturdays, at 1-2 events, monthly.
- Ability to travel within the greater Houston Metro area 80% of the time.
- Maintain and update the National membership database monthly, ensuring accuracy and compliance.
- Maintain compliance with local Archdiocesan *Catholic Mutual Group* standards monthly.
- Manage a budget by monitoring expenditures, ensuring financial resources are utilized effectively.
- Effectively manage schedule to accommodate working nights and weekends as required to support conferences and events.
- Ensure all district and conference activities comply with organizational policies and procedures, maintaining high standards of accountability.
- Work at the central office location one or two days a week for in person meetings.

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Qualifications:

- Two (2) years minimum of professional work experience in the non-profit industry preferred
- Bachelor's degree in a related field preferred, Associate's degree in a human services field 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/Wkf58>