

# **Parish Ministries Coordinator**

## **Sacred Heart of Jesus Catholic Community**

Manvel, Texas

Sacred Heart of Jesus Catholic Community is a parish of approximately 4,100 families located in Manvel, Texas, in the Archdiocese of Galveston-Houston.

The **Parish Ministries Coordinator** has the important role of supporting assigned ministries as a resource for recruiting, training and retaining volunteers. The Parish Ministries Coordinator will meet with ministry leaders, staff and clergy regularly to discuss needs and opportunities for participation in the life of the parish and collaborate with parish leadership to support those goals. The Parish Ministries Coordinator will also serve as Safe Environment Coordinator to ensure all volunteers are trained and approved to serve.

Qualified candidates should possess a desire to serve the whole parish community to promote engagement of all members and possess strong organizational skills, openness to a variety of cultures and a collaborative spirit.

**To apply for this position, please submit a cover letter with desired compensation and resume to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org) with the subject line “Ministries Coordinator”.**