

Development Assistant / Administrative Assistant

Saint Vincent de Paul Catholic Church

Houston Texas

Summary

Seeking a full-time Development Assistant and Administrative Assistant. Excellent organizational skills are required with the ability to cooperate and develop positive relationships with clergy, staff, and volunteers. Ability to maintain confidentiality while providing support to the Development Coordinator, Business Manager, and Ministry Leads. Well-developed computer skills are a must. Must have a keen interest in and ability to work with numbers and software. Responsibilities will include a range of data-entry, data-cleanup, data reporting, some entry-level accounting, and varied administrative tasks. Duties are subject to change as the needs of the parish and the candidate grow. Position is benefits eligible.

Essential Duties and Responsibilities

- Accurately process and enter all donation data into the database, prepare or assist with various reconciliations to ensure that donations have been properly posted.
- Learn existing database and develop ability to clean-up existing data and create various reports.
- Key committee member for selection of new database and other technology.
- Oversee weekly money counting team, including review of deposit distribution form and supporting collection summary sheets.
- Assist with preparation of various miscellaneous deposit forms, including learning accounting codes.
- Support and assist with FunFest and any Capital Campaign donation management and reporting.
- Preparation of donation acknowledgement letters, including year-end giving letters.
- Learn how to review and obtain various licenses and contract approvals for FunFest.
- Answer phone calls/ emails. Provide back-up reception duties if needed.
- Assist with other administrative duties and projects as requested.

Ideal Candidate

- At least one year's experience in an office environment performing administrative or clerical duties, including dealing with the public, customers, or parishioners in person and on the phone.
- Well-developed and proficient computer skills, including with Microsoft Office Suite.
- Strong math skills and capability to manage a large volume of data with accuracy.
- Motivation to learn and manage a variety of tasks efficiently and commit to meeting deadlines.
- Ability to balance collaboration and initiative to work independently.
- Flexible disposition, ability to adjust to changes in schedules and routines.
- A strong work ethic with a history of reliable attendance.
- Experience with church online-giving software, engagement and database software a plus.
- Bachelor's degree in business, accounting, finance, math, or related field preferred.

How to Apply

Please submit your cover letter, resume, salary expectations, and references to Kathy Tedore at ktedore@svdp-edu.org with Development Assistant in the subject line. St. Vincent de Paul Parish and the Archdiocese of Galveston-Houston are equal employment opportunity employers.