FULL -TIME POSITION AVAILABLE
Program Manager, Office of Vocations
Diocesan Pastoral Center

Office of Vocations for the Diocese of Houma-Thibodaux is currently seeking a full-time Program Manager to oversee the programs aimed at inviting and nurturing those discerning vocations to the priesthood and religious life and fosters a culture of vocations in the Diocese of Houma-Thibodaux. This position reports to the Director of Vocations and operates with some latitude for the use of independent judgment and initiative.

Essential Duties include:
• Collaborate with the Director of Vocations and manage all programs, including originating, planning, coordinating, marketing, executing, having measurable evaluation and improvement of programs, retreats, and events including all small and large events
• Visit parish youth and young adult groups and diocesan schools to raise awareness of vocation events and build a vocation culture
• Assist in coordinating seminarian and religious visits to various events as needed
• Coordinate the communication and marketing of Vocation Office programs
• Collaborate with other diocesan offices including but not limited to Office of Parish Support, Office of Seminarians, Office of Cultural Ministries, and Office of Communications.

Requirements:
• High School diploma or equivalent; experience in ministry preferred
• Must be a practicing Catholic in good standing
• Must provide reliable transportation and be able to travel within the diocese
• Must be able to work in a fast-paced environment
• Ability to work on weekends, evenings, and holidays as needed
• Must maintain utmost confidentiality
• Successful complete Safe Environment Training including criminal background check

The regular work schedule will be 8:30-4:30 pm with a 1-hour lunch break. Work schedule may fluctuate depending on scheduled events. Salary will commensurate with education and experience. Comprehensive benefits package included and generous paid holiday schedule.
For consideration, please submit a cover letter and a resume to hr@htdiocese.org (subject line Vocations Program Manager).

Applications are now being accepted through April 15, 2021, or until the position is filled.

The Diocese of Houma–Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.