



SAINT JOSEPH
CATHOLIC CHURCH

OPERATIONS MANAGER

Minimum 3 years' experience

Pastoral & Administrative Support

- Work closely with the Pastor and Pastoral Secretary
- Assist parishioners with inquiries and needs
- Meet with employees and ministry facilitators as needed
- Attend Ministry, PFC, and School Council meetings
- Perform additional duties that support the mission of the parish and school

Human Resources Management

- Oversee all HR records for church and school
- Manage HR situations that arise
- Prepare school faculty covenants
- Prepare annual wage and compensation agreements for church staff

Facilities & Operations Management

- Oversee maintenance personnel, housekeeping, and ministry directors
- Ensure proper maintenance of facilities and grounds
- Request and review bids or proposals for projects and approve as appropriate
- For projects over \$10,000:
 - Prepare necessary PPC and PFC resolutions and documentation
 - Submit preliminary and final project requests to the Diocesan board

School Collaboration

- Work closely with the school principal on operations and budgetary matters
- Review tuition assistance requests and prepare documentation for pastoral approval

Send your resume to llemoine@stjosephchurch.net

Or deliver to the church business office 211 Atlantic Avenue, Shreveport, LA 71105