

Events Office Part-Time Position The Cathedral of Our Lady of Walsingham

7809 Shadyvilla Ln
Houston, Texas 77055

Summary:

The Events Office is seeking a part-time employee for a work shift of 20 - 25 hours per week, Fridays through Mondays. Duties include assisting the Director of Events with details for various size receptions, conferences, and recurring programs. Preparing the venue for each event and seeing the completion of events. We are seeking an organized person, with a welcoming attitude for our parishioners and guests and a self-starter work ethic. A valid Driver's License and reliable transportation is required. Send resume to ana.newton@olwcatholic.org or for questions contact Ana Newton at 713-683-9407.

Education/Experience:

High School Diploma

Prefer experience in having planned, organized, and overseen sporting, conference, fundraising or catered events.

Contact information to send resume.

Send resume to ana.newton@olwcatholic.org or for questions contact Ana Newton at 713-683-9407.