## UNIVERSITY of HOUSTON GRADUATE COLLEGE of SOCIAL WORK

**Date Posted:** 7/21/17

Dob Title	1 1	
Job Description  This is a ministry assistant position to two ministers at the church. We work with benevolence, youth, children, Braes Interfaith Ministries providing food and clothing and rental/utility assistance to families in need, the Women's Pregnancy Center (for unwed and abused women), World Hunger, Feed the Hungry, mission trips, children's and teen camps, community outreach, homebound assistance, apartment ministry, and many others.  Qualifications  Excellent computer skills – Excel, Word, Outlook Office skills – calendaring, filing, communication Coordination of registration and payment for events Bulletin board planning and preparation Organization skills, efficiency, attention to detail and accuracy Ability to work well with a team and individually, pleasant personality  Salary/Hours  32 hours per week  Employer/Agency  Westbury Baptist Church  Address  10425 Hillcroft  City, State, Zip  Houston TX 77096  Contact Person  Hope McNeil  Minister to Children  Email Address  HopeMcNeil@WBCHouston.org  Application Method  Email or mail resume	Job little	Ministry Assistant
benevolence, youth, children, Braes Interfaith Ministries providing food and clothing and rental/utility assistance to families in need, the Women's Pregnancy Center (for unwed and abused women), World Hunger, Feed the Hungry, mission trips, children's and teen camps, community outreach, homebound assistance, apartment ministry, and many others.  Qualifications  Excellent computer skills – Excel, Word, Outlook Office skills – calendaring, filing, communication Coordination of registration and payment for events Bulletin board planning and preparation Organization skills, efficiency, attention to detail and accuracy Ability to work well with a team and individually, pleasant personality  Salary/Hours  32 hours per week  Employer/Agency  Westbury Baptist Church  Address  10425 Hillcroft  City, State, Zip  Houston TX 77096  Contact Person  Hope McNeil  Minister to Children  Email Address  HopeMcNeil@WBCHouston.org  Email or mail resume	Employer/ Agency	Westbury Baptist Church
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Contact Title  Minister to Children  Email Address  HopeMcNeil@WBCHouston.org  Application Method  Email or mail resume	City, State, Zip	Houston TX 77096
Email Address HopeMcNeil@WBCHouston.org  Application Method Email or mail resume	Contact Person	Hope McNeil
Application Method Email or mail resume	Contact Title	Minister to Children
	Email Address	HopeMcNeil@WBCHouston.org
Opening Date Immediate	Application Method	Email or mail resume
	Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at <a href="mailto:mswjobs@central.uh.edu">mswjobs@central.uh.edu</a> with the hiring details of your new job opportunity. Thank you.