



**Diocese of Laredo  
Job Announcement**

Posting Date: May 31, 2019

**Application Deadline: Until Filled**

<b>Position:</b> Shelter Manager	<b>FLSA Classification:</b> Exempt
<b>Minimum Requirements:</b> High School diploma or GED. Three years of experience as a supervisor. Must be able to coordinate logistics for a call center, housekeeping, maintenance, inventory management, volunteers, and employee management. Must be able to record and organize statistical information on populations being serviced. Must be able to verbally communicate well in English and in Spanish. Must be able to work in varying temperatures and environments. Position requires travel in order to perform essential duties at numerous locations.	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities - La Frontera Shelter
<b>Position Status:</b> Full-Time	<b>Work Schedule:</b> Mon-Fri. and as needed

**Position Summary:**

The Shelter Manager is responsible for the overall supervision and coordination of La Frontera Shelter. Ensures a safe and friendly environment for all people served by La Frontera. Performs a variety of duties and responsibilities in support of the operations and logistics of managing the shelter.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Supervise and coordinate La Frontera Shelter
- Supervise operations and coordinate logistics, including but not limited to:  
Call Center \* Intake Department \* Kitchen \* Housekeeping \* Maintenance  
Food Pantry: keep inventory of donated items  
Clothing Department: keep inventory of donated clothes
- Coordinate bus drivers
- Maintenance of Mini Buses
- Coordinate volunteers for all areas; maintain weekly calendar
- Maintain contact with federal authorities
- Communicate daily with federal authorities for coordination of services
- Meet with federal authorities or other entities as needed or requested by the Executive Director
- Supervise personnel at La Frontera
- Coordinate donations: donor list, thank you letters
- Prepare and submit weekly and monthly reports to the Executive Director
- Communicate regularly with Executive Director
- Facilitate regular meetings with personnel

**Additional Knowledge, Skills, and Abilities, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation
- Certified Food Handler's Certificate through City of Laredo Health Department or ability to obtain certification within 10 days of employment.
- Ability to maintain a professional and positive attitude while performing the duties of the position

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**RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources \* Diocese of Laredo

1901 Corpus Christi St.-Laredo, Texas 78043

(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement.**