

**KOLBE KIDS EARLY CHILDHOOD PROGRAM DIRECTOR
ST. MAXIMILIAN KOLBE CATHOLIC COMMUNITY
HOUSTON, TEXAS 77064**

St. Maximilian Kolbe Catholic Community seeks a mission driven, experienced, and communicative leader to serve as Director of the Kolbe Kids Early Childhood Program. This role requires a blend of educational expertise, administrative skill, and a deep commitment to Catholic values and early childhood development.

St. Maximilian Kolbe Catholic Community is a vibrant parish in northwest Houston, dedicated to living out the Gospel through the liturgy, catechesis, works of charity, and the communion of the faithful. Our Kolbe Kids Early Childhood Program plays a vital role in nurturing the spiritual, emotional, and developmental growth of young children in a safe, faith-filled environment.

ESSENTIAL JOB DUTIES

- Lead and manage all aspects of the early childhood program
- Collaborate with parish clergy, staff, and the Archdiocese of Galveston-Houston to foster a unified and mission-driven environment.
- Recruit, train, and supervise staff, promoting a culture of professionalism, growth, and accountability.
- Develop and implement strategic plans for program success and sustainability.
- Maintain accurate financial records, including budgeting, accounts receivable and payable.
- Ensure compliance with all health, safety, and licensing regulations, including inspections and documentation.
- Communicate effectively with families through newsletters, activity schedules, and regular engagement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Inspirational leadership ability to motivate and guide staff with integrity, empathy, and a clear vision.
- Strategic thinking skills in planning and executing initiatives that support long-term program growth.
- Collaborative spirit with the ability to build strong relationships across parish, staff, and community.
- Adaptability skills to respond effectively to changing needs and challenges with grace and professionalism.
- Fluent in English both written and oral; Spanish fluency is a plus.
- Proficiency in MS Office, Brightwheel or similar childcare management software, and social media.

EDUCATION and EXPERIENCE

Bachelor's degree with at least 12 credit hours in Child Development and 6 in Management preferred, with a minimum of an Associate of Applied Science in Child Development or related field, with 6 credit hours in Child Development and 6 in Management. Prior Experience in a licensed child-care center with demonstrated success in early childhood program administration.

Suitable applicants may submit a cover letter and resume to Rev. Lawrence W. Jozwiak at jozwiak@stmaximilian.org with ECC Director on the subject line.