

Administrative Assistant to the General Counsel
Legal Department Office
Downtown Chancery
1700 San Jacinto Street

SUMMARY

The Archdiocese of Galveston-Houston is seeking a dedicated and detail-oriented Administrative Assistant to the General Counsel to provide high-level administrative support within a confidential and faith-based environment. This position requires the ability to stay composed and work efficiently while managing multiple tasks in a fast-paced and demanding office environment. This role is essential to the smooth operation of the Legal Department, requiring professionalism, discretion, and a commitment to excellence. Full time, benefits, and PTO eligible position. Remote work is not permitted and in office M-F is required.

RESPONSIBILITIES:

- Screen and direct incoming calls; take accurate messages and ensure timely follow-up. Friendly and helpful telephone demeanor. Maintain accurate telephone logs.
- Prepare, proofread, and format legal documents and correspondence.
- Maintain organized legal files (physical and digital) for accuracy and accessibility.
- Track legal matters, deadlines, and case developments using internal systems.
- Review and process legal invoices in accordance with Archdiocesan procedures.
- Conduct basic research and compile information as needed.
- Assist in preparing reports, presentations, and summaries.
- Manage the General Counsel's calendar, meetings, and travel arrangements.
- Screen and direct incoming calls with a friendly and professional demeanor.
- Serve as a liaison between the Legal Department and internal/external stakeholders.
- Maintain office supplies and ensure functionality of office equipment.
- Handle all information with the highest level of confidentiality and discretion.

QUALIFICATIONS

Excellent oral and written communication skills.

Strong organizational and time management abilities.

Proficiency in Microsoft Office Suite and legal document management systems.

Ability to work independently and collaboratively.

High attention to detail and accuracy.

Adaptability to changing priorities and multitasking under pressure.

Professional demeanor and commitment to Archdiocesan values.

EDUCATION and EXPERIENCE

Associate Degree in Legal Studies, Legal Assistant, or related field a plus.

Minimum of 5–10 years of experience in a legal office or law firm, ideally in a high-volume and/or high-pressure environment.

WORKING CONDITIONS

Standard office environment with extended periods of computer, filing, and lifting up to 20 lbs.

TO APPLY

Suitable candidates may send a cover letter, resume, and salary expectations* to resume@archgh.org with Administrative Assistant to the General Counsel on the subject line.

** Applicants who do not include salary expectations may not receive further consideration.*