

Archdiocese of Galveston-Houston
Office of Adolescent Catechesis and Evangelization
Administrative Assistant

2403 Holcombe Blvd. – Houston, TX 77021

Summary: The Office of Adolescent Catechesis and Evangelization is seeking an Administrative Assistant who is bi-lingual (English/Spanish) to serve the diverse communities throughout the archdiocese. This is a full-time position.

Education/Experience:

- Associate's degree (A.A) or equivalent from two-year College or technical school
- One to two years related experience and/or training (or equivalent combination of education and experience)
- Fluent and literate in English and Spanish.
- Proficient in Microsoft Office 365 suite including: Word, Outlook, Excel, etc.)
- Strong organizational and interpersonal skills.
- Strong proofreading and editing skills
- Is available for occasional weekend and evening work (meetings, retreats, and conferences)
- Experience with Swoogo and website management is helpful

Key Responsibilities

General Department Responsibilities

1. Copy and organize materials
2. Proofread all outgoing written communications (except email)
3. Secure and return audio-visual equipment
4. Shop for programs as needed
5. Prepare cart with refreshments, handouts, sign-in sheet
6. Manage annual calendaring
7. Update webpage regularly
8. Answer phones, respond to general inquiries, forward calls to staff

Camp Kappe

1. Assists with general inquire information regarding Camp Kappe services and programs.
2. Retrieving , Coding and preparation of invoices for submitted and approval for both Camp Kappe and the School of Environmental Education.
3. Maintaining accurate records of submitted invoices and account histories.
4. Assisting with budget research and request.
5. Assisting the Executive Director with parishes and vendors inquiries requests, questions, contacts and follow up.
6. Assisting the Executive Director with ordering of supplies from Amazon.

Please send a cover letter, resume, and salary requirements* to resume@archgh.org with the job title Administrative Assistant – OACE in the subject line.

*Applicants who do not include salary requirements may not be considered.