

**Executive Administrative Assistant
Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, TX 77002**

Summary

The Archdiocese of Galveston-Houston seeks an experienced Executive Administrative Assistant to provide confidential, executive-level support to the Archbishop and Bishops. This role includes managing a high-priority calendar, coordinating meetings and travel abroad, drafting correspondence, maintaining records, and serving as a professional liaison. Candidates must be a practicing Catholic who embodies the mission of the Catholic Church.

Consistent and polished phone etiquette is essential for this role. The successful candidate will be able to manage a high volume of incoming calls each day while maintaining a calm, courteous, and professional demeanor. This position requires the ability to listen carefully, prioritize needs, and direct each call accurately and appropriately ensuring timely and effective service. The individual must demonstrate strong interpersonal skills, and a commitment to representing the Archbishop's Office with professionalism in every interaction.

This employee will be expected to demonstrate professional judgment, organizational expertise, and adherence to Archdiocesan confidentiality standards. This is a full-time, 40 or more hours per week, Exempt, benefits and PTO eligible position.

The Archbishop of Galveston-Houston serves as the Metropolitan Archbishop and spiritual leader for over 1.8 million Catholics across 146 parishes and 54 schools within the Archdiocese's 8,880-square-mile territory. As both a liturgical pastor and administrative head, he governs clergy assignments, oversees Archdiocesan initiatives, represents the local Church in civic and interfaith engagements, and collaborates with offices across communications, finance, development, worship, and pastoral ministries.

Essential Duties and Responsibilities

- Optimize the Archbishop's calendar across liturgical, pastoral, administrative, and public commitments.
- Coordinate complex scheduling and travel, both domestic and international.
- Draft and format letters, memos, briefing materials, and talking points.
- Prioritize incoming correspondence; prepare summaries and response recommendations.
- Maintain digital and physical records per Archdiocesan policies.
- Act as a pastoral, professional point of contact for clergy, parish leaders, donors, civic officials, and the faithful.
- Support special projects and provide backup assistance to the Chancellor and Moderator of the Curia as directed.
- Manage travel reimbursements and financial reconciliations per Finance Office standards.
- Work closely with the Chancellor and Moderator of the Curia.
- Coordinate with Communications Office for official announcements.
- Align liturgical scheduling with the Office of Worship.

- Collaborate with Finance and Development for stewardship initiatives.
- Support Pastoral Ministries and Catholic Schools for scheduling visits and events.

Knowledge, Skills and Abilities

- Executive-level administrative proficiency, including calendar and travel logistics.
- Exceptional written and oral communication, with strong attention to detail.
- High professionalism, diplomacy, and pastoral sensitivity.
- Proven discretion with confidential materials.
- Skilled in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Familiarity with Catholic liturgical calendars, ecclesial titles, and protocols.
- Basic accounting skills for expense tracking and reports.
- Must be fully fluent, oral and written, in English with fluency in Spanish a plus.

Education and Experience

Bachelor's degree preferred (Communications, Business Administration, or similar).

Minimum 5–7 years of executive administrative experience.

Demonstrated expertise in complex calendar management, high-volume correspondence, travel planning, and expense reporting.

Additional Requirements

- Practicing Catholic in good standing with the Church.
- Flexibility to work extended hours, evenings, weekends, and holy days.
- Physical ability to perform standard office tasks and occasional lifting (up to 20 lbs.).

How to Apply

Suitable candidate will send a cover letter, resume, and salary range expectation to resume@archgh.org with Executive Administrative Assistant to the Office of the Archbishop on the subject line.