

**Associate Director - Bi-Lingual Spanish**  
**Office of Aging**  
**St. Dominic Chancery**  
2403 Holcombe Blvd  
Houston, TX 77021

**Summary:**

The Archdiocese of Galveston Houston is seeking a mission driven, fully bilingual Spanish ministry professional to support the pastoral care of older adults throughout the Archdiocese, with a particular focus on reaching and serving the Spanish speaking aging community.

The Office of Aging Ministry promotes the dignity of every person by accompanying parishes, clergy, and caregivers in their ministry to aging adults, offering formation, resources, and programs that foster spiritual, emotional, and social wellbeing. Grounded in the Catholic Church's longstanding commitment to honor, protect, and accompany older adults, the Office of Aging Ministry advances the Church's mission to affirm the inherent worth of every person at every stage of life. This ministry seeks to ensure that older adults, including those in Spanish speaking communities, remain connected to the life of the Church, receive meaningful pastoral support, and are able to share their gifts, wisdom, and faith with the wider community.

The ideal candidate will demonstrate a strong understanding of Catholic teaching, a commitment to serving older adults in culturally responsive ways, and the ability to collaborate effectively with parish leadership and ministry volunteers. Responsibilities include assisting with program development, coordinating training sessions and events, supporting parish-based outreach efforts, and helping connect individuals and families with appropriate pastoral and community resources.

This role requires excellent communication skills in English and Spanish, sound pastoral judgment, and the ability to build trusting relationships across diverse parish communities.

The Bi-lingual Associate Director of the Office of Aging Ministry position is full-time (no less than 40 hours per week), PTO and Benefits eligible.

This position requires a practicing Catholic in good Standing with the Church.

**Education and Experience**

- Bachelor's Degree in Social Work, pastoral ministry or a related field; Master's degree or working toward completion preferred.
- Three or more years' experience in ministry, pastoral care, or social services; experience with a focus on aging a plus.
- Able to read, write and speak fluently in English and Spanish.

- Excellent interpersonal relations, communication, organization, and execution skills.
- Ability to present to groups, program development, and facilitation skills
- Computer literacy in MS Office
- Must have reliable transportation, a valid Texas driver's license
- Must be able to carry 10-25 pounds

Suitable candidates should send a cover letter, resume, and salary requirements\* to [resume@archgh.org](mailto:resume@archgh.org) with Director – Office of Aging on the subject line.

\*Applicants who do not include salary requirement may not be considered.