

**ADMINISTRATIVE ASSISTANT
HOSPITAL CATHOLIC CHAPLAIN CORPS (CCC)
4206 S. MacGregor Way**

The Hospital Catholic Chaplain Corps seeks an Administrative Assistant to support the Director in this ministry of the Archdiocese of Galveston-Houston which provides pastoral and sacramental care to Catholic patients, families, and hospital staff throughout the Greater Houston area. The mission of the Hospital Catholic Chaplain Corps is to bring the healing presence of Jesus Christ to Catholic patients, families, and hospital staff through compassionate pastoral care and the Sacraments of the Church. Guided by the teachings of the Catholic faith and the example of Christ the Good Shepherd, the Hospital Catholic Chaplain Corps seeks to provide spiritual support in times of illness, suffering, and crisis, to ensure that the faithful have access to prayer, pastoral visitation, and the Sacraments during moments of vulnerability and need. Through the work of priests, deacons, religious, lay chaplains, and trained volunteer lay pastoral visitors, the CCC collaborates closely with parishes, health care facilities, and pastoral leaders to uphold the healing mission of Jesus Christ.

Houston is home to one of the largest concentrations of hospitals and health care institutions in the world, including the internationally recognized Texas Medical Center. Within this extensive network are major academic medical centers, community hospitals, specialty care facilities, and long-term care institutions that serve millions of patients each year. The Hospital Catholic Chaplain Corps ministers across this broad spectrum of facilities, ensuring that Catholic patients throughout the Greater Houston area have access to pastoral visitation, spiritual care, and the Sacraments. The Hospital Catholic Chaplain Corps is an integral ministry extending the pastoral presence of the Church into the hospitals and health care settings.

SUMMARY

The Administrative Assistant serves as an essential and professional for the Director of the Hospital Catholic Chaplain Corps, providing administrative, clerical, and organizational assistance that contributes to the smooth and effective functioning of the office. This role supports chaplains, parishes, patients, families, and staff by managing communications, maintaining accurate records, coordinating logistics, and ensuring that office operations uphold the mission of the Church. The ideal candidate is detail oriented, proactive, and dedicated to delivering excellent service within a faith-based environment. This is full-time, 40 hours per week, benefits and PTO eligible position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve as the primary point of contact for incoming calls from chaplains, parishes, patients, families, and staff while providing courteous and effective assistance.

- Monitor and respond daily to the CCC office voicemail and general email inbox.
- Open, sort, and distribute incoming mail as directed; prepare outgoing mail as needed.
- Order, organize, and maintain inventory of office and cleaning supplies for the CCC and MacGregor House.
- Coordinate printing requests with the Chancery print shop.
- Maintain and update files, records, and databases, including Volgistics and Excel for the Pastoral Visitors Foundation Class.
- Prepare and submit monthly statistical and activity reports accurately and on time.

- Create and distribute monthly priest calendars for assigned regions.
- Organize monthly staff meetings, including scheduling, lunch arrangements, and minute taking.
- Record Baptisms in the official Baptismal Register with accuracy and confidentiality.
- Collaborate with the supervisor to produce and distribute the quarterly CCC Newsletter.
- Communicate website updates and content needs to the Office of Communications.
- Coordinate facility maintenance, repairs, and vendor communication for MacGregor House.
- Support chaplaincy programs, events, and trainings through logistics, preparation, and follow-up tasks.
- Maintain a professional and welcoming environment for clergy, visitors, volunteers, and ministry partners both in person and on the telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand and uphold strict confidentiality, especially with patient information, pastoral care matters, and personnel documentation.
- Strong interpersonal skills with a compassionate, respectful approach when interacting with clergy, chaplains, parish staff, hospital staff, volunteers, patients, and families.
- Clear, professional and fluent oral and written communication skills in English; Spanish language skills are a plus.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint; accurate data entry and database maintenance; ability to learn new platforms.
- Strong ability to manage multiple priorities, maintain orderly electronic and physical filing systems, and meet deadlines with a high degree of accuracy in preparing reports, calendars, records, and correspondence.
- Ability to work independently with minimal supervision and to collaborate effectively with a team across ministries.
- Capacity to anticipate needs, troubleshoot routine issues, and recommend practical solutions in a dynamic environment.
- Commitment to serving in a faith-based environment and to the mission and values of the Catholic Church.

EDUCATION AND EXPERIENCE

An Associate degree is required. 2 to 3 years of administrative, secretarial, or office coordination experience in a fast-paced, service-oriented environment. Experience supporting ministries, nonprofit organizations, or faith-based institutions is preferred. Experience with databases, scheduling systems, or volunteer management platforms is highly desirable. Experience working with diverse populations, including volunteers, clergy, parish staff, and individuals in crisis or hospital settings, is an asset.

Suitable applicants are invited to send a cover letter, resume, and minimum salary range expectation to resume@archgh.org with CCC Administrative Assistant on the subject line.

Applicants who do not include an expected minimum salary range may not receive review.