

**ASSOCIATE DIRECTOR JUNIOR HIGH
OFFICE OF ADOLESCENT CATECHESIS AND
EVANGELIZATION**

2403 Holcombe Blvd. – Houston, TX 77021

The Archdiocese of Galveston-Houston seeks a dedicated and mission-driven Associate Director for the Office of Adolescent Catechesis and Evangelization. The Archdiocese is the largest diocese in Texas and one of the most ethnically diverse dioceses in the United States, serving more than 1.7 million Catholics across ten counties. Its mission is to form disciples, strengthen parish life, and accompany the faithful in their lifelong relationship with Jesus Christ.

The Office of Adolescent Catechesis and Evangelization assists parishes in forming young disciples from early adolescence through high school. Through catechesis, evangelization, leadership development, and major youth gatherings, the office supports parishes in building vibrant and sustainable ministry programs that nurture an encounter with Christ. This role plays a significant leadership function in this mission, with a primary focus on junior high ministry and the formation of younger adolescents as they grow in faith, leadership, and Christian identity.

This is a full-time position, no less than forty hours per week, and is eligible for benefits and paid time off. Please note that the Archdiocese does not offer work from home in lieu of being present in the office.

The successful candidate must be a practicing Catholic in good standing with the Church who demonstrates strong pastoral judgment, excellent communication skills, and a sincere desire to serve the youth of the local Church.

ESSENTIAL FUNCTIONS

- Significant emphasis on ministry to junior high youth and younger adolescents.
- Collaborate with the staff member responsible for adult volunteer training to support recruitment, training, and program development.
- Serve as an instructor for formation programs as assigned.
- Collaborate with the conference director in planning and implementing the Archdiocesan Youth Conference.
- Oversee the recruitment, formation, and support of the Archdiocesan Youth Council.
- Serve as the lead administrator for the Junior High Youth Rally.
- Oversee The Quest junior high leadership program, supporting early discipleship and leadership development.
- Administer the Extreme Challenge Field Day, fostering community-building and Catholic identity.
- Administer the Peacemakers program to support moral development, conflict resolution, and Christian leadership at the junior high level.
- Serve as the lead for curriculum development, review, and implementation for younger adolescent catechesis.
- Act as the primary resource for parishes seeking training, consultation, and ongoing

support in junior high and early adolescent ministry.

- Coordinate the annual Youth Ministry Recognitions event.
- Assist with film editing and the development of digital and online formation content.
- Coordinate program announcements and articles with the Texas Catholic Herald and the Chancery Advisory.
- Assist with management of the office social media presence.
- Perform other responsibilities as assigned by the Director.

EDUCATION AND EXPERIENCE

Bachelor's degree in Theology, Religious Education, Pastoral Ministry, or a related field required. Master's degree in Theology, Catechetics, Pastoral Ministry, or a related discipline preferred.

Minimum of 3 to 5 years of demonstrated experience in parish, school, or a diocesan youth ministry, with specific experience in junior high and younger adolescent ministry strongly preferred. Prior experience planning and implementing large-scale youth events, retreats, or formation programs and a demonstrated ability to collaborate effectively with clergy, parish staff, volunteers, and ministry teams. Experience developing or implementing catechetical curriculum for adolescent or pre-adolescent learners is preferred.

Must be a practicing Catholic in good standing with the Church, with a strong understanding of Catholic teaching and the mission of the Church.

HOW TO APPLY

Suitable applicants are invited to submit a cover letter, resume, and minimum salary range expectation to resume@archgh.org with OACE Associate Director Junior High on the subject line.

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