Archdiocese of Galveston-Houston
Administrative Assistant
Family Life Ministry

The Archdiocese of Galveston-Houston, led by Archbishop Vásquez, is a multicultural, vibrant Church with active members from every continent. We pray and celebrate in over 14 languages, and we also participate in evangelization, community life, and service activities in the name of our Lord, Jesus Christ. Today, more than 1.7 million Catholics live within the Archdiocese of Galveston-Houston, comprising 146 parishes and hundreds of active lay ministries and organizations.

Summary:

The Archdiocese of Galveston-Houston is seeking eligible candidates for the Administrative Assistant position at St. Dominic Chancery. This position reports to the Family Life Ministry Director and leads smooth office management and the seamless execution of the Family Life programs provided by the archdiocesan team.

The position requires enthusiasm for interacting with others and has to provide outstanding results in 1) program logistics, coordinating the timely and correct use of resources for them; 2) phone service, receiving inbound calls to the office and following through the appropriate actions; and 3) office resource management, procuring supplies and assisting the office Director in tracking the budget and office organization duties.

Education/Experience Requirements:

Associate degree in Business Management, Customer Care, or equivalent. A bachelor's degree in Arts or additional studies in Theology, Pastoral Work, or Social Work are most welcome. A minimum of two years of experience in program management and effective collaboration in office or church environments.

Business fluent in English. Spanish or Vietnamese is an important plus.

This person must be a practicing Catholic in good standing who clearly appreciates the Church's family-related ministries.

Interested qualified candidates should submit a resume, cover letter, and anticipated salary range via email to resume@archgh.org. Please indicate the job title on the subject line.