

**Archdiocese of Galveston-Houston  
Executive Administrative Assistant to the Judicial Vicar  
Metropolitan Tribunal**

The Archdiocese of Galveston-Houston Metropolitan Tribunal serves the faithful of the Archdiocese through the just and pastoral application of the Code of Canon Law and is seeking an Executive Administrative Assistant for this judicial ministry to provide confidential, executive-level administrative support to the Judicial Vicar by ensuring that all communications and actions reflect the mission and values of the Catholic Church. Candidates must be a practicing Catholic in good standing who embodies, supports, and exemplifies the mission and values of the Catholic Church and the Archdiocese of Galveston-Houston.

**Summary**

The Executive Administrative Assistant to the Judicial Vicar provides high-level, confidential support for the administrative and canonical functions of the Tribunal. Responsibilities include complex calendar management, coordination of canonical sessions, drafting and reviewing official correspondence and decrees, maintaining secure records, and serving as a professional and pastoral liaison to clergy, parish leaders, and individuals seeking assistance. This role requires exceptional judgment, outstanding written and oral communication skills, excellent phone etiquette, and a commitment to uphold the confidentiality, integrity, and pastoral care in serving the faithful. This is full time (no less than 40 hours per week), benefits, and PTO eligible position. Onsite presence at the Chancery and Tribunal offices is required, with occasional early morning, evening, or weekend commitments related to Tribunal schedules and events. Remote work is not available.

**Essential Duties**

- Master canonical processes and language pertinent to the Tribunal, including but not limited to Administrative Law, Penal Law, Process Law, and Sacramental Law.
- Serve as notary in ecclesiastical and civil contexts as appropriate.
- Contact parties in canonical processes to gather documents, information, and evidence.
- Prepare decrees and manage all elements needed for the preparation and completion of Administrative and Judicial Processes.
- Enter marriage cases into Case Master and maintain accurate case data.
- Analyze witness testimony and support the preparation of case files.
- Manage and optimize the Judicial Vicar's calendar, including case reviews, clergy appointments, internal consultations, and canonical hearings.
- Coordinate meetings, conferences, workshops, and Tribunal sessions with clergy, canonists, parish leaders, and external professionals.
- Draft, proofread, and format letters, decrees, memoranda, notifications, and other official Tribunal correspondence, ensuring canonical accuracy and a pastoral tone.
- Maintain accurate digital and physical records in accordance with canonical norms and Archdiocesan policies.
- Manage confidential files, case materials, and sensitive documentation with strict adherence to canonical and Archdiocesan confidentiality standards.
- Prioritize and triage incoming mail, email, and telephone communications; prepare summaries and recommended responses.

- Serve as a pastoral and professional point of contact for petitioners, respondents, parish staff, advocates, and the faithful seeking information about Tribunal processes.
- Assist with documentation packets and materials for judicial sessions and meetings.
- Support special projects, administrative initiatives, and interdepartmental collaboration as assigned by the Judicial Vicar.
- Manage expense reports and reimbursements in accordance with Finance Office standards.
- Coordinate with the Chancellor, Canonical Services, and other Chancery offices for cross-departmental alignment.
- Provide logistical support for trainings and presentations related to canonical procedures and Tribunal operations.
- Ensure sensitivity and care in all communications with individuals involved in marriage nullity and other canonical matters.
- Depending on language skills, provide translations as needed.

### **Knowledge, Skills, and Abilities**

- Executive-level administrative proficiency, including complex scheduling, workflow management, and prioritization.
- Advanced ability to draft, edit, and review correspondence with accuracy, clarity, and an appropriate canonical and pastoral tone.
- Exceptional written and oral communication skills with meticulous attention to detail.
- High level of professionalism, diplomacy, and pastoral sensitivity in interactions with clergy, parish staff, and the faithful.
- Proven ability to manage confidential and sensitive information with discretion and judgment.
- Proficiency in Microsoft 365, including Outlook, Word, Excel, PowerPoint, and Teams.
- Familiarity with Catholic Church structure, canonical terminology, and ecclesial protocols preferred.
- Strong organizational and problem-solving skills with the ability to manage multiple priorities under time constraints.
- Basic accounting skills for expense tracking and reporting.
- Fluency in English required; Spanish fluency highly preferred.

### **Education and Experience**

Bachelor's degree preferred (Communications, Business Administration, Theology, or a related field). Minimum of five to seven years of executive administrative experience.

Compensation and Benefits

### **How to Apply**

Suitable candidates will please submit a cover letter describing your interest in serving the mission of the Tribunal, current resume, and minimum salary range expectation to:

[resume@archgh.org](mailto:resume@archgh.org) with: Executive Administrative Assistant to the Judicial Vicar on the subject line. ***Applicants who do not include the requested information may not receive further review.***