

**Executive Assistant**  
**Secretariat for Pastoral and Educational Ministries**  
**St. Dominic Chancery**

2403 Holcombe Blvd.  
Houston, Texas

**Summary:**

The Archdiocese of Galveston-Houston is seeking a full-time executive assistant to work in the office of the Secretariat for Pastoral and Educational Ministries located at the Chancery St. Dominic. The person in this position will work closely with the Secretariat Director to provide clerical and organizational support in order to maintain and coordinate administrative tasks, meetings and services. Other duties may be assigned.

**Education/Experience:**

The position requires a high school diploma and minimum of five years of experience as an administrative assistant in a busy office, managing multiple deadlines. College level coursework or professional credential is a plus. Additional requirements include advanced computer skills in the Microsoft Office Suite and experience drafting letters, with keyboarding speed of at least 60 wpm. The successful candidate will be highly organized, able to collaborate well with others, able to manage multiple projects and calendars, able to create and maintain databases and possess the ability to learn new software applications. In addition, this position is required to handle phone, email and in-person inquiries from Chancery employees, parish employees, parishioners, volunteers, clergy, and the public throughout the Archdiocese. The successful candidate will also read and write proficiently in English and Spanish.

Qualified candidates should email a letter of interest, a current resume, and salary history/requirements to: [resume@archgh.org](mailto:resume@archgh.org). Please include job title on subject line.