

**Administrative Assistant
Office of Correctional Ministries
St. Dominic Chancery**

2403 Holcombe Blvd
Houston, TX

Summary

The Archdiocese of Galveston-Houston seeks suitable candidates for the position of the Office of Correctional Ministries Administrative Assistant to provide support to the Director and Associate Director to meet the administrative need of this department by handling a variety of tasks in order to ensure that all interactions with the office are positive and productive.

The isolation of the prisoner who is cut off from family, work, friends, church community, and so much of society is made even more challenging because he or she is locked into environments that often punish but do not rehabilitate. Despite where they are, the imprisoned remain members of Christ's Body and should not be forgotten. The Office of Correctional Ministries strives to support the spiritual rehabilitation and fill the need for God in the lives of all who suffer the effects of crime including prisoners, the families of prisoners, those released from prison, victims and their loved ones. Jesus said, I was in prison and you visited me (Matt. 25: 36)

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in 146 parishes across 10 counties, a geographic area of 8,800 square miles. The Archdiocese comprises the counties of Austin, Brazoria, Fort Bend, Galveston, Grimes, Harris, Montgomery, San Jacinto, Walker and Waller in the State of Texas. The Archdiocese is divided into four vicariates and 13 deaneries. This local church is pastored by Cardinal Daniel DiNardo, and assisted by Auxiliary Bishop Italo Dell'Oro.

Education and Experience

Minimum of High School Diploma or equivalent, some college preferred. No less than 5 years' experience working in a fast paced and diverse office environment; prior experience in prison ministry a plus. Applicants must be able to work in a team environment with people from many different cultures,

Suitable candidates may send a cover letter, with salary requirement,* and resume to resume@archgh.org. Please place Administrative Assistant Correctional Ministry on the subject line.

*Applicants who do not include a salary requirement may not be given consideration.