

Part-Time Administrative Assistant Downtown Chancery Archdiocese of Galveston-Houston

Summary

The Archdiocese of Galveston-Houston seeks suitable candidates for the position of Part-Time (25 hours per week) Administrative Assistant to provide secretarial and administrative support to assigned offices. The Administrative Assistant exercises the particular abilities of a highly organized person, is able to work independently, and is adept at using one or more word processing programs, e-mail, Internet browsers, desktop publishing program, spread sheet program, database program, and other such programs as necessary. This position requires well developed people skills that include the ability to communicate well in person, on the telephone, e-mail and text, and by the written word when called upon. This position may have access to and regularly works with confidential, strategic and critical nature. Employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church. The Part-Time Administrative Assistant will meet the needs of this position by handling a variety of tasks in order to ensure that all interactions with the office are positive and productive, and that all work is completed professionally, efficiently and effectively.

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 professional office environment; prior experience working for a parish or at the Chancery level a plus.

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

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