

Executive Administrative 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, 40 hours per week, Executive Assistant to support the office of the Secretariat for Pastoral and Educational Ministries located at St. Dominic Chancery. The person will work closely with the Secretariat Director to provide clerical and organizational support in order to maintain and coordinate administrative tasks, meetings, and services.

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: 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.

Suitable candidates should email a cover letter, a current resume, and minimum salary requirements to: resume@archgh.org. Please place Secretariat for Pastoral and Educational Ministries Executive Administrative Assistant on the subject line.