Associate Director  
Office of Aging  
St. Dominic Chancery  
2403 Holcombe Blvd  
Houston, TX 77021

Summary:  
The Archdiocese of Galveston-Houston is currently seeking an Associate Director for the Office of Aging department. The Associate Director position provides oversight and leadership in outreach and educational activities targeting older adults and the boomer demographic of aging adults (55+) in Catholic parishes. The Associate Director will provide information and support to parishes for the development of parish-based senior groups. In addition, the Associate Director will maintain updated information and resources of the Office of Aging to meet the needs of parishes and older adults in the Archdiocese through the lens of Gospel values and Catholic practices.

Qualifications:  
Required:  
• Bachelor’s Degree (Social Work, pastoral ministry or a related field)  
• Two to four years’ experience in ministry, pastoral care, or social services; experience in aging focus extremely helpful  
• Bi-lingual competency: ability to read, write and speak effectively in English and Spanish.  
• Strong interpersonal relations, communication, organization and execution skills  
• Ability to present to groups, program development and facilitation skills  
• Computer literacy in MS Office  
• A Catholic in good standing  
• Must have reliable transportation, a state issued driver’s license  
• Must be able to carry 25-50 pounds

Preferred:  
• Master’s Degree (Social Work, pastoral ministry or a related field)

Qualified candidates should send a cover letter, resume, and salary requirements* to resume@archgh.org with Associate Director – Office of Aging on the subject line.  
*Applicants who do not include salary requirement may not be considered.