ADMINISTRATIVE ASSISTANT
Archdiocese of Galveston-Houston
Office of Hispanic Ministry
2403 Holcombe Blvd. – Houston, TX 77021

Summary:
The Archdiocese of Galveston-Houston is currently seeking an Administrative Assistant for the Office of Hispanic Ministry. This bilingual full-time employee provides skilled secretarial services for the office, maintains all office files and database, correspondence, accounting, and other records. Serves as minister of hospitality to visitors, accurately responds to all phone and email inquiries in a timely manner. Takes care of all logistical details for meetings, including room reservations. Has good knowledge of computer skills. Maintains the departmental email account, website, social media, and others. Translates and transcribes correspondence and documents, both in English and Spanish.

Education/Experience/Skills:
- Minimum High School Diploma or equivalent.
- Minimum two years of experience in secretarial or administrative field.
- Experience in ministry with Hispanics preferred.
- Demonstrated knowledge of Hispanic faith, culture, and history.
- Maintains proficiency in computer skills using MSOffice, Adobe products and virtual meeting platforms such as Zoom, Microsoft Teams, GoToMeeting products.
- Assists with preparing flyers, brochures, forms, booklets, emails, and social media as needed.
- Ability to work in an intercultural setting and maintaining effective communication with clergy, parish and diocesan staff, “Hispanic Ministry Directors/Coordinators, Delegates and Lay Associations” and other key stakeholders to build healthy relationships across cultures and ministries.
- Must be fully bilingual (English/Spanish). Must be able to read, write, speak and translate in both languages.

Please send a cover letter, resume, and salary requirements* to: resume@archgh.org
Please use the following as subject line: Administrative Assistant – OHM.

*Applicants who do not include salary requirement may not receive further consideration.