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

Summary:
The Archdiocese of Galveston-Houston is currently seeking an Associate Director for the Office of Hispanic Ministry. This full-time position provides professional support to the director; assists with the activities and programs of the Office of Hispanic Ministry; collaborates with the director on internal/external community relationship duties; coordinates workshops, programs, events and pastoral initiatives such as the V Encuentro; communicates/translations in Spanish/English; has proficient skills in the use of computer hardware and software. The candidate will be serving as liaison with the Hispanic community, providing pastoral support and acting as a resource to parishes, ministries and organizations. Essential duties include promoting the integration and inclusion of Hispanics, encouraging their fullest leadership participation in the Church and society.

Education/Experience/Skills:
- Bachelor’s degree in pastoral ministry, theology or related field is required.
- Master’s degree in pastoral ministry, theology or related field is recommended.
- Minimum of three years of experience in ministry with Hispanics.
- Thorough understanding of Catholic teaching and ability to teach.
- Experience in program development, planning, implementation, and evaluation is preferred.
- Passionate commitment to Hispanic people demonstrated by knowledge of Hispanic faith, culture and history.
- Knowledge of the principles Pastoral de Conjunto, Collaborative Ministry and V Encuentro is preferred.
- 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.
- Working knowledge with social media platforms and designing software including Publisher, Adobe products such as Photoshop, In-Design or related.

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

*Applicants who do not include salary requirement may not be considered.