Summary
The Archdiocese of Galveston-Houston seeks suitable candidates for the position of Administrative Assistant for the Office of Vocations. Excellent communication skills are essential to this position with the ability to show a spirit of welcoming hospitality and helpfulness to discerners, visitors, seminarians, and volunteers. The Administrative Assistant must communicate well in person, on the telephone, via email messages, and work cooperatively with staff members. The ideal candidate needs to be adept at handling a variety of tasks to ensure that all interactions with the office are positive and productive, and that all work is completed professionally and efficiently. The Administrative Assistant exercises the particular abilities of a very organized person, with a strong work ethic, precise attention to detail, can work independently, and is adept at using one or more word processing programs, Internet browsers, desktop publishing programs, spreadsheet programs, database programs, and other such programs as needed. Additional secretarial duties may include following basic office accounting procedures, maintaining calendars, making copies, filing and other office duties. The administrative assistant must share the Office of Vocation’s commitment to help young men and women within the Archdiocese to discern their vocations; raise up talented volunteers to aid us with discerners; and support the seminarians. This is a full-time, 12-month position and benefit eligible.

Education and Experience:
High school diploma or equivalent, with a minimum of five years’ experience in a ministry-based office environment. The position requires a practicing Catholic in good standing who can work in a collaborative environment and with a variety of cultures.

Suitable candidates may send a cover letter, minimum salary requirement,* and resume to resume@archgh.org. Please place Administrative Assistant Office of Vocations on the subject line.

*Candidates who do not submit a minimum salary requirement may not receive further consideration.