The Sisters of Charity of the Incarnate Word, Houston seek a full-time, Administrative Assistant for the Ruah Retreat Center. The Administrative Assistant is responsible for performing diverse secretarial and administrative support by assisting in the administration of day-to-day operations of Ruah. This person coordinates all the ministries of Ruah Center and all administrative tasks as assigned by the Director of Ruah. The Administrative Assistant’s work requires the ability to handle confidential information on a frequent basis and the work is usually completed independently with minimal supervision.

Skills, Experience, Qualifications:

- High School Diploma required, college degree preferred, additional experience or education recommended in lieu of college degree.
- Spanish proficiency in speaking, reading and writing is required.
- Five years secretarial experience, preferred.
- Ability to work with diverse groups by phone and personal encounter.
- Strong verbal and written communications skills to effectively reach a variety of audiences.
- Excellent writing skills and speaking/presentation ability.
- Ability to use a computer for extended periods of time, including word processing, presentation, spreadsheet and various graphics programs.
- Ability to prioritize work.
- Ability to handle confidential information responsibly.
- Ability to work with little supervision, set priorities, creates schedules and meets deadlines.
- Must be able to work rapidly, under pressure, and with frequent interruptions.
- Experience with graphics and design for creating brochures and other materials.
- Previous experience coordinating/scheduling courses, seminars or workshops.
- Some work with budgets, planning and purchasing.

If interested please apply at:


If you have questions please call, Toni Stanford at 713-928-6053. Only online applications accepted.

Location:
6510 Lawndale St.
Houston, TX 77023