

Administrative Assistant
Office of Young Adult & Campus Ministry
St. Dominic Chancery

2403 Holcombe Blvd.

Houston, TX 77021

Summary:

The Office of Young Adult & Campus Ministry is seeking a full time Administrative Assistant responsible for providing administrative support for the office and the various ministries, programs and educational opportunities coordinated by the Office.

Essential Duties and Responsibilities:

The Administrative Assistant maintains and updates databases, coordinates online event registration, and prepares materials for ministries and programs presented by the Young Adult & Campus Ministry Office. The Assistant must respond in a timely manner to program inquiries and concerns from clergy, parish staff, office staff, campus ministers and volunteers and members of the public, while maintaining confidentiality of individuals' information. The Assistant maintains accurate accounting of Office financial records and coordinates timely payment of Office invoices. Under leadership of Director, creates and sends the monthly e-newsletter and updates the webpage to Archdiocesan community. Other duties as assigned by the Director.

Education and Experience:

- Associate's degree (A.A) or equivalent from two-year College or technical school
- One to two years related experience and/or training (or equivalent combination of education and experience)
- Fluent and literate in English and Spanish.
- Proficient in MS Office, Publisher, Word, Excel.
- Strong organizational and interpersonal skills.
- Holds a valid driver's license and ready use of an insured vehicle
- Is available for work occasionally on weekends and evenings (meetings, retreats and conferences)

Suitable candidates should send a cover letter, resume, and minimum salary requirements* to resume@archgh.org with the job title "YACM Administrative Assistant" on the subject line.