

**Office Assistant  
Hospital Catholic Chaplain Corps  
Archdiocese of Galveston Houston  
MacGregor House Offices**

**Summary:**

The Hospital Catholic Chaplain Corps seeks a dedicated full time Office Assistant who is able to keep focused in a fast paced and high-volume office environment. The Hospital Catholic Chaplain Corps provides sacramental and pastoral care to Catholic patients, families, and staff of health care institutions throughout the Archdiocese of Galveston-Houston 10 counties and the Texas Medical Center.

The Office Assistant will provide administrative support to the Director and assist the Administrative Assistant with the day-to-day operations of the office. Candidates must exercise the particular abilities of a highly organized person, be able to work independently, be adept at using one or more word processing programs, e-mail and Internet browsers, and know how to use a desktop publishing program and create spreadsheets. A suitable candidate will be able to communicate effectively in person, on the telephone, and in writing. This position could have access to and regularly work with information of the most sensitive, highly confidential, nature therefore the ability to maintain confidentiality is essential.

**Minimum Qualifications:**

Minimum high school diploma with some college preferred and additional business or secretarial training a plus. At least two years administrative support experience and prior work in a Catholic church or other Catholic entity is desirable.

**Suitable candidates** may send a resume, cover letter, and minimum salary requirement\* to [resume@archgh.org](mailto:resume@archgh.org) with Hospital Catholic Chaplain Corp Office Assistant in the subject field.

*\*Candidates who do not include minimum salary requirement may not receive further consideration.*