

**Legal Counsel
Archdiocese of Galveston-Houston
Downton Chancery
1700 San Jacinto Street**

SUMMARY

The Legal Department of the Archdiocese of Galveston-Houston seeks a full-time in house Legal Counsel in support of and reporting to the General Counsel. The Legal Counsel duties include but are not limited to assisting the General Counsel in protecting the Archdiocese of Galveston-Houston's legal interest by providing hands-on counsel to pastors, principals, and Chancery Directors. The Legal Counsel will identify and analyze legal issues, draft key documents, present clear recommendations, assure legal compliance, recommend legal courses of action, determine risk, and act as a mediator for legal issues assigned by the General Counsel. The Legal Counsel must have knowledge and experience handling contract reviews, probate matters, school law, and employment law.

The Legal Counsel is a full-time, 12 month, and benefits eligible position. The Legal Department Office is located in the Downtown Chancery, 1700 San Jacinto Street. The Chancery does not offer remote work thus employee presence in the office is required.

The Legal Counsel for the Archdiocese of Galveston-Houston must be a practicing Catholic in good standing with the Church who fully understands and supports Catholic teaching and with the ability to teach, and collaborate with pastors, parish staff, and laity.

The Archdiocese is led by Daniel Cardinal DiNardo, Archbishop of Galveston-Houston. The Archdiocese of Galveston-Houston is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes. More than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it an Archdiocese with the largest Catholic population in the state of Texas and the fifth-largest in the United States. We participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community, and we do all this in the name of our Lord, Jesus Christ.

EDUCATION AND EXPERIENCE

The Legal Counsel position requires a Juris Doctorate from an accredited law school with admittance to the State Bar of Texas. Minimum 8 years legal experience required. This position has no supervisory responsibilities.

Suitable candidates may send a cover letter, resume, and minimum salary requirement*, to resume@archgh.org Please place Legal Counsel on the subject line.

**Submissions that do not include minimum salary requirement may not be given further consideration.*