

# **ADMINISTRATIVE ASSISTANT**

## **Special Youth Services**

### **St. Dominic Chancery**

2403 Holcombe Blvd.  
Houston, TX 77021

#### **Summary**

The Archdiocese of Galveston-Houston is seeking a full-time Administrative Assistant for the Office of Special Youth Service (SYS) who is able to succeed in a Catholic faith based, fast paced, dynamic work environment. Serving between three to four thousand youth annually, many of the youth served often return to the same environment with little to no support upon their release. The lack of support and the environment to which they return often leads to re-offending and returning to detention. SYS has a unique opportunity to decrease recidivism and potentially assist in ending the “pipeline to prison.” In ministering to the youth, SYS sees the changes as they embrace their faith life, establish goals for behavior changes, and when released they leave with a sense of hope for a better life. By walking with them, we can truly embrace restorative justice practices while supporting the family.

The Archdioceses of Galveston-Houston is a multicultural Church with active members from every continent and more than 1.7 million Catholics worship in over 14 languages. This is the 5<sup>th</sup> largest Archdiocese in the United States which includes, 146, parishes, 45 elementary schools, and 11 high schools throughout 10 counties with a geographic area of 8,800 square miles.

#### **SKILLS AND ABILITIES**

Suitable candidates must possess excellent and proven secretarial skills, especially filing and keyboarding, have advanced computer competency, especially with MS Word for Windows, Excel, Access, and Publisher, good written and oral communication skills; pleasant telephone manners, excellent organizational skills and understands the confidential nature of the work. The Administrative Assistant must work closely with and in support of the Director and staff of Special Youth Services to provide clerical support to maintain and coordinate programs and services.

#### **EDUCATION AND EXPERIENCE**

Minimum High school diploma or general education degree (GED); and 8 to 10 years related experience and/or training; or equivalent combination of education and experience. Some college preferred. Must be proficient in the use of all Microsoft Office products including MS Word, Excel, Access and Publisher.

Interested candidates may send a cover letter, with salary requirement, and resume to [resume@archgh.org](mailto:resume@archgh.org). Please place Administrative Assistant Special Youth Services on the subject line.

\*Submissions that do not include the salary requirement will not be moved forward for consideration.