



CONGREGATION of the  
**Sisters of Charity**  
of the INCARNATE WORD  
HOUSTON, TEXAS

## **Administrative Assistant Senior**

**Full-Time (40 hours); on-site; Benefits Offered including  
Medical/Dental/Disability/Retirement Program/PTO**

The Sisters of Charity of the Incarnate Word, Houston seeks a Senior Administrative Assistant who will support two of the Council Members and the Vocations Office. This person will collaborate with other executive and administrative support in a manner that assures all areas have the effective support to carry out the work of the Congregation. Working independently with minimal or no supervision, this position provides for and supports the smooth operation of the office by anticipating the needs of the Council Members and Vocation department the position supports. This position performs diverse secretarial and administrative support, and assists in the administration of day-to-day activities. By nature of the position, the work involves a high degree of professionalism, dealing with internal and external customers and flexibility to respond to the changing priorities. Exposure to sensitive information necessitates the use of creativity, tact, diplomacy, discretion, and judgment. The work requires the ability to handle confidential information and the ability to perform a variety of important and confidential tasks. This position will require the ability to work some weekends and evenings.

### **Skills, Experience, Qualifications:**

- High School Diploma required, college degree preferred, additional experience or education recommended in lieu of college degree.
- Minimum three (3) years of administrative/secretarial experience with management level leadership teams.
- Excellent communication skills; fluent in Spanish preferred.
- Excellent writing skills.
- Grounded in the Catholic faith tradition and relates well with young adults.
- Excellent interpersonal skills
- Experience working with cultural diversity, preferably with experience working with youth/young adults in parish or university campus.
- Strong leadership skills with project/time management
- Excellent administrative and organizational skills
- Minimum skills in graphic design for making flyers and booklets.
- Technical knowledge and skills with computer software including Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams), and Zoom.
- Knowledge of social media.

**If interested please apply at:**

<https://gen-christushealth-prd.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=QKX>

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

### **Location:**

6510 Lawndale St.  
Houston, TX 77023