

Administrative Assistant
Office of Aging
St. Dominic Chancery
2403 Holcombe Blvd.
Houston, TX. 77021

Summary:

The Office of Aging seeks an Administrative Assistant to work closely with the Director and staff providing secretarial support, maintain data bases, and coordinate programs and services which reflect Gospel values and Catholic practices. This is a full-time, 12-month, benefits eligible position.

Essential Duties include but are not limited to:

- Bi-lingual competency: ability to read, write and speak effectively in English and Spanish.
- Possess computer competency, especially with Microsoft Office products and demonstrate familiarity with Microsoft Teams, Zoom, and other virtual meeting platforms
- Possess strong analytical, organizational, and communication skills to manage multiple, simultaneous projects and to improve administrative office procedures
- Ability to exercise good judgment and carry out detailed written or oral instructions
- Must be willing to work respectfully and compassionately with older adults and maintain confidentiality
- Must support and maintain a positive attitude toward the doctrines and teachings of the Catholic faith
- The employee must occasionally lift and/or move up to 25 pounds
- Must have Texas driver's license and reliable transportation
- Must present a professional appearance, be punctual and have dependable attendance.

Education/Experience:

Minimum High school diploma or general education degree (GED) with some college or certification preferred; 5-7 years related administrative assistance experience required. Suitable candidates should send a cover letter, resume, and minimum salary requirement* to resume@archgh.org with Director – Office of Aging on the subject line.

* Applicants who do not include salary requirement may not be considered.