

Archdiocese of Galveston Houston
Catholic Cemeteries
Family Service Associate
Mt. Olivet Cemetery
7801 I-45 South Dickinson, TX 77539

Summary

The Archdiocese of Galveston-Houston seeks a Family Service Associate (FSA) who will assist bereaved family members regarding options and decisions for their own pre planned final resting place or that of their loved one. The FSA designs and sells memorials, works with funeral homes to organize scheduling of burials, coordinates with the grounds crew to mark grave spaces, and completes necessary record keeping in an accurate and timely manner. The FSA must have a thorough knowledge of the theology and history of the Catholic burial tradition and be able to provide information regarding products and services available at the Archdiocesan Catholic Cemeteries. This position involves exposure to sensitive information which necessitates considerable use of confidentiality, diplomacy, discretion, judgment, and maintaining a professional and caring image. This is a full-time, 40 or more hours per week, 12-month, benefits eligible position which requires a practicing Catholic in good standing with the church.

The Office of Catholic Cemeteries is a ministry of the Archdiocese of Galveston-Houston devoted to the works of mercy that pertain to dealing with death in the context of faith. We maintain and develop the cemeteries, owned, and operated by the Archdiocese, as sacred places dedicated to the religious purposes of burying the dead, praying for the living and the dead, comforting those who mourn, and witnessing to our shared belief in one, holy, Catholic, and apostolic church, the communion of saints, the forgiveness of sin, and the resurrection of the dead.

Education and Experience

Minimum associate degree with college degree preferred, 3-5 years sales experience; bereavement training or experience in the cemetery or funeral home industry would be a plus. Must have proficient computer skills and adept at working with various programs and data bases. Must have a valid Texas Driver's license and reliable transportation.

Suitable candidates may send a cover letter and resume to resume@archgh.org with Family Service Associate on the subject line.

**The Family Service Associate position is a commission-based position.*