Administrative Assistant  
Office of Vocations  
Archdiocese of Galveston-Houston

**Summary**
The Archdiocese of Galveston-Houston seeks suitable candidates for a full time position of Administrative Assistant to the Office of Vocations. Excellent communication skills are essential to this position with the ability to show a spirit of welcoming, hospitality and helpfulness to discerners, visitors, seminarians, and volunteers. It requires a strong ability to communicate well in person, on the telephone, and email messages, and to work cooperatively with other staff members. The ideal candidate needs to maintain confidentiality, and to handle a variety of tasks to ensure that all interactions with the office are positive and productive, and that all work is completed professionally and efficiently. The Administrative Assistant exercises the particular abilities of a very organized person, a strong work ethic and attention to detail, can work independently, and is adept at using one or more word processing programs, Internet browsers, desktop publishing programs, spread sheet programs, database programs, and other such programs as necessary. As an employee of the Vocations Office, besides performing secretarial, clerical, financial and other office duties, the administrative assistant shares the commitment of helping young men and women within the Archdiocese to discern vocations; raising up talented volunteers to aid with discerners; and supporting the seminarians. This position may have access to and regularly work with information of a highly confidential nature thus the ability to maintain confidentiality is critical.

This is a full time, 40 hours per week, 12-month benefits eligible position. Due to the ministerial nature of the work for the Office of Vocations this position requires a practicing Catholic in good standing with the Church.

**Education and Experience:**
High school diploma or equivalent, with some college preferred, and a minimum of five years administrative experience preferably in a chancery or parish office. Bilingual is a plus.

Suitable candidates may send a cover letter, with minimum salary requirement*, and resume to resume@archgh.org. Please place Office of Vocations Administrative Assistant on the subject line.

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