

**ADMINISTRATIVE ASSISTANT**  
**Office of Hispanic Ministry**  
**Archdiocese of Galveston-Houston**  
**2403 Holcombe Blvd. – Houston, TX 77021**

**Summary:**

Under the supervision of the Director for the Office of Hispanic Ministry, the Administrative Assistant performs secretarial, receptionist, and office related duties aiding the Director to carry out administrative and Chancery related duties. The fully bilingual English and Spanish Administrative Assistant exercises the particular abilities of a highly organized person, is able to work independently, is adept at using one or more word processing programs, e-mail, and Internet browsers, and knows how to use a desktop publishing program, spread sheet program, database program, and other such programs as the Director deems necessary. This position requires highly developed people skills that include the ability to communicate well in person, on the telephone, e-mail, and text, and by the written word when called upon. This position could have access to and regularly works with information of a highly confidential nature and the ability to maintain confidentiality is critical. This is a full-time, benefits eligible position; remote work is not allowed. This position requires a practicing Catholic in good standing with the Church.

**Education/Experience/Skills:**

- Minimum Associate's Degree preferred.
- 3-5 years of experience in secretarial and office management work with prior church experience preferred.
- Demonstrated knowledge of Hispanic faith, culture, and history.
- Maintains proficiency in computer skills using MSOffice, Adobe products and virtual meeting platforms such as Zoom, Microsoft Teams, GoToMeeting products.
- Able to prepare flyers, brochures, forms, booklets, emails, and manage the ministry social media pages as directed.
- Ability to work in an intercultural setting and maintain effective communication with clergy, co-workers, and parish Hispanic Ministry staff and/or volunteers.
- Must be fully bilingual English/Spanish.
- Must be able to read, write, speak, and translate in both languages efficiently and accurately.

Suitable applicants should send a cover letter, resume, and minimum salary requirement\* to: [resume@archgh.org](mailto:resume@archgh.org) Please place **Administrative Assistant – OHM** on the subject line.

***\*Applicants who do not include minimum salary requirement may not receive further consideration.***