

Administrative Assistant Family Life Ministry

The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, is a multicultural, vibrant Church with active members from every continent of the world. We pray and celebrate in over 14 languages, and we also participate in evangelization, community life, and service activities, in the name of our Lord, Jesus Christ.

Today, more than 360 thousand Catholic families live within the Archdiocese of Galveston-Houston, comprising over 150 parishes and hundreds of active lay ministries and organizations.

Summary:

The Archdiocese of Galveston-Houston is seeking eligible candidates for the Administrative Assistant position at St. Dominic Chancery. This position reports to the Family Life Ministry Director and leads smooth office management and the seamless execution of the Family Life programs provided by the archdiocesan team to all.

The position requires enthusiasm for interacting with others and has to provide outstanding results in 1) program logistics, coordinating the timely and correct use of resources for them; 2) phone service, receiving inbound calls to the office and following through the appropriate actions; and 3) office resources, properly managing supplies and assisting the office Director in tracking the budget and office organization duties.

Education/Experience Requirements:

Associate degree in Business Management, Customer Care, or equivalent. Bachelor degree in Arts or additional studies in Theology, Pastoral Work, or Social Work are most welcomed. A minimum of two years of experience in program management and effective collaboration in office or church environments.

Business fluent in English. Spanish or Vietnamese are an important plus.

This person must be a practicing Catholic in good standing who clearly appreciates the Church's family-related ministries.

Suitabel candidates should submit a resume, cover letter, and minimum hourly rate expected via email to resume@archgh.org Please place Administrative Assistant FLM on the subject line.