

Program Coordinator Office of Pro-Life Activities

**St. Dominic Chancery
2403 Holcombe Blvd.**

SUMMARY

The Archdiocese of Galveston-Houston's Office of Pro-Life Activities seeks candidates for the position of Program Coordinator to assist the Director in implementing the pastoral ministry programs of the Office (Gabriel Project, Project Rachel, Jerome's Hope, St. Joseph Ministry). This position serves as a resource for parish and program volunteer teams and responds to day-to-day needs and inquiries from parish staff and ministry volunteers, and assists the Director in regular review of and updates/amendments to program training and policies. The Program Coordinator must be dedicated to promoting a Culture of Life at all stages and circumstances and is required to be a practicing Catholic in good standing who embraces all aspects of Church teaching on human life and dignity.

This is a full time, 40 hour per week, in office, benefits eligible position.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Excellent organizational skills and attention to detail
- Ability to prioritize program and participant confidentiality
- Strong interpersonal skills and ability to work with individuals in crisis
- Familiarity with Catholic pro-life ministry (e.g., pregnancy and parenting support, healing after abortion, miscarriage and infertility support, and education)
- Strong computer skills (MS Word, Canva, Excel)

EDUCATION AND EXPERIENCE

Bachelor's degree in Theology, Counseling, Social Work, or related field preferred; 3-5 years' experience in pastoral ministry; familiarity with all elements of USCCB's Pastoral Plan for Pro-Life Activities.

Fluent in English both written and oral is required and Spanish fluency is a plus.

Suitable candidates should submit a resume, cover letter, and minimum salary expectation* via email to resume@archgh.org Please place Office of Pro Life Activities Program Director on the subject line.

****Submissions without minimum salary expectation may not receive further review.***