

**Administrative Assistant**  
**Office of Aging**  
**St. Dominic Chancery**  
2403 Holcombe Blvd.  
Houston, TX. 77021

**SUMMARY**

The Office of Aging seeks a full-time Administrative Assistant who, under the supervision of the Director for the Office of Aging, will perform secretarial, receptionist, and office support related duties for the Director and staff. This position will help maintain, and coordinate programs and services that ensure senior adults are seen, heard, valued, and loved.

The 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 program, e-mail, Internet browser, 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, 40 hour per week, benefits eligible position; remote work is not allowed. Practicing Catholic in good standing with the Church is preferred.

**EDUCATION/EXPERIENCE**

High school diploma or general education degree (GED); and 5-7 years related experience and/or training; or equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must demonstrate proficiency in the use of all Microsoft 365 Office applications including MS Word, Excel, Access, Publisher, and PowerPoint, and familiarity with Microsoft Teams, Zoom, and other virtual meeting platforms.
- Possess strong analytical, organizational, and communication skills to manage multiple, simultaneous projects and to improve administrative office procedures
- Ability to exercise good judgment and carry out detailed written or oral instructions
- Must be fluent in English comprehension, writing, and orally; Spanish bi-lingual a plus
- Must be willing to work respectfully and compassionately with older adults •
- Must support and maintain a positive attitude toward the doctrines and teachings of the Catholic faith
- The employee must occasionally lift and/or move up to 25 pounds
- Must have Texas driver's license and reliable transportation
- Must present a professional appearance, be punctual, and dependable

Suitable candidates may send a cover letter, resume, and salary requirements\* to [resume@archgh.org](mailto:resume@archgh.org) with Administrative Assistant Office of Aging on the subject line.

*\* Applicants who do not include a salary requirement may not receive further review.*