

**ARCHDIOCESE OF GALVESTON-HOUSTON
REAL ESTATE ANALYST
DOWNTOWN CHANCERY OFFICE**

SUMMARY

The Archdiocese of Galveston-Houston seeks suitable candidates for the position of Real Estate Analyst (Analyst) in support of the Director of Real Estate to coordinate the real estate function of the Archdiocese of Galveston-Houston. The Analyst will assist with and/or perform negotiations for acquisitions and dispositions, prepare real estate contracts, perform due diligence, and property inspections. The Analyst will engage surveyors, environmental consultants, inspectors, attorneys, and other external consultants. In addition, the Analyst will research, analyze, and prepare real estate information for tax or other purposes, research real estate files and other sources for real estate related information such as ownership data, sales, listing information, and tax data. The Analyst will work to solve real estate related problems, issues, and requests, and will be required to inspect real estate.

The Analyst must have proven ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, can work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. This position requires the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

The Real Estate Analyst position is full-time, 12 months, and benefits eligible. The Chancery does not offer remote work thus employee presence in the office is required.

The Archdiocese of Galveston-Houston is led by Archbishop Joe Vasquez and is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes. More than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it an Archdiocese with the largest Catholic population in the state of Texas and the fifth largest in the United States. We participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community, and we do all this in the name of our Lord, Jesus Christ.

EDUCATION AND EXPERIENCE

Bachelor's degree and a minimum of two years' experience working as a Real Estate Analyst with a current State of Texas Real Estate Broker License. Must have a current Texas Driver's License and reliable transportation.

Suitable candidates may send a cover letter, resume, and minimum salary requirement*, to resume@archgh.org Please place **REAL ESTATE ANALYST** on the subject line.

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