



Employment Opportunity

Overview

Vocation Ministry is a Catholic nonprofit, located in Northwest Houston in Texas; thus, the applicant must live in the Archdiocese of Galveston-Houston. Vocation Ministry's mission as a nonprofit is to train, equip, and encourage priests and parishioners to promote vocations to the priesthood, consecrated life, and marriage in their parishes and schools in a variety of ways. The nonprofit seeks to hire and retain employees who are skilled in their field, active in their Catholic faith, and enthusiastically dedicated to carrying out Vocation Ministry's mission. Applicants should have an ability to relate to and work well with others, possess excellent writing, communication, organizational and leadership skills, and have a strong proficiency in computers and technology.

To Apply: Send a resume and cover letter by e-mail to Rhonda@vocationministry.com.

Staff Opening

Assistant

Our company is searching for an experienced, reliable, self-motivated, and task-oriented Administrative Assistant who will work directly with the President.

Responsible For:

- Communicating with clients, board members, and donors by phone and email.
- Arranging travel.
- Inputting data, writing letters with mail-merge, tracking project status.
- Assisting with additional duties as needed.

Your Experience Includes:

- Strong organizational skills with ability to multi-task
- Professional, creative communication skills (verbal and written)
- Familiarity with Office 2016 Online (Excel, Word, Outlook)
- Computer savvy with the ability to learn new programs quickly (Canva, Breeze, Constant Contact)

Hours: 20-30 hours per week working from home— open to flexible schedules- \$15 an hour