Prince of Peace Catholic Community

19222 Tomball Parkway
Houston, TX 77070

Youth & Young Adult Ministry Administrative Assistant

(Part-Time Position)

October 28, 2026

Position Summary:

The Youth and Young Adult Ministry Administrative Assistant is a part-time position with the joint responsibility of advancing the youth and young adult ministry vision, while also conducting the larger mission of Prince of Peace Catholic Community.

Primary Responsibilities:

- Provides administrative support for the Youth and Young Adult Ministry
- Assists with planning, coordinating, promoting, and implementing the vision for the Youth and Young Adult Ministry at Prince of Peace.
- Assists in recruiting adult leaders.
- Supports the Youth and Young Adult activities, programs, and events under the direction of the Director of Youth and Young Adult Ministry.
- Participates in the leadership of Youth and Young Adult activities where appropriate under the direction of the Director of Youth and Young Adult Ministry.
- Helps maintain and organize all records including family contact information, sacrament preparation information, statistical information, event registration, and distribution lists.
- Helps maintain student ministry social media – TikTok, Instagram, Facebook, Twitter, etc. and ensures the social media accounts conform to the Social Media Policy of the Archdiocese of Galveston-Houston.
- Prepares materials – including, but not limited to making copies, processing postage/bulk mail-outs, creating advertising publications, and knowledge of spreadsheets and Canva.
- Attends Youth and Young Adult Ministry staff meetings and other programs and events in coordination with the Director of Youth and Young Adult Ministry.

Requirements and Qualifications:

- A high school diploma or equivalent education
- Practicing Catholic in good standing with the Church and committed to its teachings.
- Equal proficiency in reading, writing, and speaking in English and Spanish is required.
- Commitment to supporting the Catholic faith and the mission of parish youth ministry.
- Reliability, a collaborative attitude, and willingness to follow ministry staff direction.
- The ability to organize, prioritize, and utilize effective time management.
- The ability to operate various Microsoft Office applications including Word, Excel, and Teams.

Apply Today

Candidates who feel called to serve the Church through youth ministry are invited to submit a Résumé and cover letter to: *resumes@pophouston.org* **before December 15, 2026**