



**Diocese of Laredo  
Job Posting**

Posting Date: November 17, 2023

Application Deadline: Until Filled

<b>Position:</b> Secretary – Catholic Schools Office	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Two years of higher education or equivalent plus 2 years of experience in secretarial/administrative assistant work. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion confidentiality and sound judgment. Have strong command of Excel, Publisher, video conference tools and Power Point. Knowledge of communication via E-mail, computer technology, software, and office equipment. Must be bilingual, English and Spanish.	
<b>Start Date:</b> Immediate	<b>Location:</b> Pastoral Center
<b>Position Status:</b> Full-Time, 40 hours per week	<b>Work Schedule:</b> Monday – Friday, and as needed

**Position Summary:**

Requires the fulfillment of administrative and secretarial duties including the preparation of letters, reports, and the operations of common office equipment and computers. Responsible for all the office work, includes but not limited to scheduling of events, compliance with timely ministry reports, accuracy, timeliness and professionalism.

**Essential Duties, Functions and Responsibilities:**

- Perform multiple secretarial duties with accuracy and discretion to meet compliance deadlines.
- Handle incoming calls, take accurate messages and assist parents, visitors or school personnel.
- Prepare written correspondence, forms, reports, meeting agendas, etc. for the Office of Catholic Schools.
- Maintain an accurate filing system for the office of Catholic Schools via both hard copies and electronic files.
- Assist in the development and maintain an annual Diocesan School Calendar, create and promote information to support the ministry of Catholic School.
- Assist in the hospitality setup for the Office of Catholic Schools meetings and events. Ability to set up and coordinate meetings via video conference of formats such as Zoom, TEAMS or Google Meet.
- Maintain a current inventory of all financial Catholic services documentation.
- Maintain a schedule of appointments for the Superintendent of Schools.
- Prepare and track supplies, services or travel requisitions for the Office of Catholic.
- Develop Office of Catholic School data tables on Excel as guided by the Superintendent i.e. school enrollment, personnel analysis, annual student performance data.
- Other Duties as assigned to fulfill the mission of the Diocese of Laredo and the ministry of Catholic Schools.

**Additional Requirements- Skills, Certifications, and Licenses:**

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.
- Maintain emotional control under stress.
- Have the ability to manage time to maximize work output.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources  
Diocese of Laredo  
1901 Corpus Christi St.-Laredo  
Texas 78043-(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

*We are the Diocese of Laredo!*

The diocese reserves the right to revise, rescind or extend this job announcement