



**Diocese of Laredo
Job Announcement**

Posting Date: November 07, 2018

Application Deadline: November 09, 2018

Position: Secretary	FLSA Status: Non-Exempt
Minimum Requirements: High school diploma or equivalency, with two years of experience in secretarial/administrative assistant work. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion and judgment. Have advanced knowledge of computers, office equipment and strong command of Word, Excel, Publisher and Power Point. Must be in full communion with the Roman Catholic Church and have knowledge of the Catholic Church.	
Start Date: Immediate	Location: Christ the King Church
Position Status: Full-Time, 40 hours per week	Work Schedule: Monday –Friday, and as needed

Position Summary:

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

Essential Duties, Functions and Responsibilities:

- Perform multiple secretarial duties with accuracy, professionalism and discretion.
- Handle incoming calls and visitors to the parish.
- Prepare the weekly parish bulletin.
- Maintain accurate sacramental records through the use of ParishSOFT.
- Compose, prepare and file routine correspondence and other pertinent records.
- Assist the parishioners and public by providing responsive, timely and professional service.

Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.
- Ability to effectively communicate in English and Spanish both orally and in writing.
- Ability to handle multiple assignments, meet deadlines, and maintain an organized office.
- Ability to maintain a positive rapport with all who interact with this position.
- Ability to interact professionally with the public and provide excellent customer service.
- Must maintain confidentiality of all information obtained as a result of working in the parish.

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

For Employment Application, visit 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, 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!