**Diocese of Laredo**
**Job Announcement**

Posting Date: September 13, 2018 **Application Deadline: Until Filled**

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| **Position:** Secretary – Department of Sacramental Preparation | **FLSA Status:** Non-Exempt |
| **Minimum Requirements**: Must have high school diploma or equivalency. Three years of secretarial experience, proficiency in MS Office, high degree of multi-tasking and time management capabilities. Excellent written and verbal communication skills. Integrity, professionalism, and excellent customer service skills, a must. Knowledge of Catholic Church and teachings, preferred. | |
| **Start Date:** Immediate | **Location:** Pastoral Center |
| **Position Status:** Full-time | **Work Schedule:** Mon-Fri., work non-standard hours and days, as needed |

**Position Summary:**
The Secretary to the Department of Sacramental Preparation is responsible for providing clerical and administrative support in order to optimize workflow procedures in the office. General duties include preparing regular correspondence, greeting visitors, answering the telephone, and maintaining accurate records for the office.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Answer telephone, greet and direct visitors.
- Assists Director with gathering and compiling reports of Safe Environment training for children at parishes.
- Prepare administrative correspondence, reports, spreadsheets and meeting notes as requested.
- Maintain an up to date database of active CCD Coordinators and Catechists throughout the diocese.
- Assist in coordinating meetings, events and masses.
- Prepare and disseminate correspondence, memos and forms.
- Maintain a filing system.
- Maintain department schedule, follow annual timeline and ensure completion of goals.

**Additional Knowledge, Skills and Abilities, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Must be able to lift, move and carry items up to 20lbs.

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**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!***