



**Diocese of Laredo  
Job Announcement**

Posting Date: August 16, 2019

Application Deadline: Until Filled

<b>Position:</b> Secretary	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> 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.	
<b>Start Date:</b> Immediate	<b>Location:</b> San Francisco Javier Church
<b>Position Status:</b> Part-Time, 28 hours per week	<b>Work Schedule:</b> 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.
- Other duties as assigned.

**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.

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**RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.**

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources  
Diocese of Laredo  
1901 Corpus Christi St.  
Laredo, Texas 78043  
(956) 764-7867

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. 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**