



# Diocese of Laredo Job Announcement

Posting Date: February 1, 2019

Application Deadline: Until Filled

<b>Position:</b> Adult Faith Formation & Catechesis Assistant	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> A high school diploma or equivalency required. Two years of work experience as an administrative assistant. Experience in coordinating programs, preferred. Strong verbal and written communication skills. Must be bilingual- Spanish and English languages. Must possess ability to establish and maintain effective, collaborative working relationships with staff and the general public. Demonstrated ability to multi-task and work independently when the work requires. Must travel to perform the essential duties of the position. Must be in full communion with the Catholic Church.	
<b>Start Date:</b> Immediate	<b>Location:</b> Pastoral Center
<b>Position Status:</b> Part-Time (20 hours per week)	<b>Work Schedule:</b> 1:00 -5:00 pm Mon-Fri. Evening and weekend work, as needed.

### Position Summary:

The Assistant of Adult Faith Formation and Catechesis promotes the work of the adult faith formation and catechesis ministries of the Diocese of Laredo. The assistant plans, coordinates and implements the functions of the office by providing support services to the director. Responsible for the administrative tasks of the office and for ensuring prompt, courteous and professional service to all who interact with the office. The assistant supports, promotes and exemplifies the diocesan sacred purpose, vision and core values through the work of this ministry.

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

- Responsible for planning and scheduling classes offered through the Pastoral Institute.
- Assists the Director to recruit, train and coordinate classes for the instructors of the Pastoral Institute.
- Prepares certificates of completion for Pastoral Institute.
- Maintains accurate records for the Pastoral Institute classes, instructors and participants.
- Tracks funding and handles monies for the Pastoral Institute.
- Answers telephone calls, greets visitors and offers assistance to the public.
- Prepare correspondence, memorandums and official communications for the director.
- Performs other duties as assigned.

### Additional Skills, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Proficiency with Microsoft Office products, computer and office equipment.

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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: 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.**