



Diocese of Laredo Job Announcement

Posting Date: September 27, 2021

Application Deadline: Until Filled

Position: Adult Faith Formation & Catechesis Assistant	FLSA Status: Non-Exempt
<p>Minimum Requirements: 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. Excellent computer skills with strong command of Microsoft Office. Possess ability to establish and maintain effective, collaborative working relationships with clergy, employees, and the general public. Must be in full communion with the Catholic Church. Certified Catechist, preferred.</p>	
Start Date: Immediate	Location: Pastoral Center
Position Status: Full-Time (32 hours)	Work Schedule: Mon-Thurs., and 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. Is responsible for the administrative tasks of the office and for ensuring prompt, courteous and professional service. The assistant supports, promotes and exemplifies the diocesan sacred purpose, vision and core values through the work of the ministry office.

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

- Responsible for planning and scheduling classes offered through the Pastoral Institute.
- Promotes Pastoral Institute classes within the seven counties of the diocese.
- Assists the Director to recruit, train and coordinate classes for the instructors of the Pastoral Institute.
- Prepares literature on the Pastoral Institute for dissemination to the public.
- Prepares registration forms for instructors to maintain data and collect payment for classes.
- Prepares and generates reports for the director.
- Answers telephone calls, greets visitors and offers assistance.
- Maintains accurate records for the Pastoral Institute classes, instructors and participants.
- Prepares certificates of completion for Pastoral Institute.
- Generates accurate reports for funding sources and the Diocesan Development Office.
- Tracks funding and handles monies for the Pastoral Institute.
- **Additional Skills, Certifications or Licenses:**
- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Proficiency with computer and office equipment.

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, 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