



# Diocese of Laredo Job Announcement

Posting Date: April 14, 2021

Application Deadline: Until Filled

|   |  |
|---|--|
| <b>Position:</b> Assistant Cemetery Manager   | <b>FLSA Status:</b> Exempt   |
| <p><b>Minimum Requirements:</b> Bachelor of Business Administration or related field, preferred.</p> <p>Minimum of five years of experience managing an organization with demonstrated experience in the day-to-day operations and supervisory duties. Solid communications (oral and written) in English and Spanish. Proficient with Microsoft Word and Excel. Knowledge and experience in financial management practices including-budgets, bidding processes, purchasing and contract negotiations. Knowledge and experience in staff supervision and leadership practices.</p> |  |
| <b>Start Date:</b> Immediate  | <b>Location:</b> Calvary Catholic Cemetery   |
| <b>Position Status:</b> Full-Time   | <b>Work Schedule:</b> Mon-Fri. , work non-standard hours and days, as needed, some week-end work |

### Position Summary:

The Assistant Cemetery Manager is responsible for supporting the Cemetery Manager and serving as administrator in the absence of the manager. Is responsible for ensuring quality customer service and appropriate cemetery appearance, as well as ensuring the effectiveness of all cemetery equipment.

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

- Assist the Cemetery Manager with efficient reporting to the board and the diocese.
- Supervise staff and assist in ensuring compliance with employment laws and policies.
- Attend Board of Directors meetings, take minutes and prepare reports.
- Manage all cemetery operations in accordance with statutes and administrative rules.
- Recommend modifications and improvements for more efficient and effective operations.
- Negotiate agreements with third party contractors for cemetery and ground maintenance.
- Prepare Annual Calendar of Events.
- Assist in annual liturgies (planning, celebrants, music, community representatives, community organization, collaboration, plan advertisement, missalettes, protocol, and publicity).

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

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

\*\*\*\*\*

**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 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!***