



Diocese of Laredo Job Announcement

Posting Date: May 17, 2021

Application Deadline: Until Filled

Position: Assistant Facilities Coordinator	FLSA Status: Non-Exempt
Minimum Requirements: Must have a high school diploma. One to two years' experience with customer service, knowledge of computer use, ability to handle multiple assignments, and maintain an organized office. Skilled in the use of computer programs such as Word and Excel. Knowledge of office procedures, telephone answering skills and basic safety rules. Experience in building work orders is preferred.	
Start Date: Immediate	Location: Chancery
Position Status: Temporary Part-Time (24 hours)	Work Schedule: Mon-Wed., and as needed

Position Summary:

The Assistant Facilities Coordinator is a temporary position to assist with fiscal duties for the San Agustin Cathedral Capital Campaign ensuring receipt and processing of campaign contributions. The Parishsoft software will be used to manage and process the campaign. The Position will be part of the Facilities Management Office which as oversight of the San Agustin Cathedral Restoration Project. Perform administrative and office duties to run an efficient office in compliance with all operating standards. The position will also work with the Fiscal Office.

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

- Provide customer service to contributors in person and over the phone in English and Spanish.
- Maintain good interpersonal relation with parish staff, priests, administrators or campaign staff.
- Input pledges and payment information into DDM software.
- Handle debit and credit card transactions via phone in Payeezy online website.
- Maintain Parishsoft campaign software, run reports and coordinate system updates.
- Generate monthly, quarterly, semi-annual, annual, and Spanish reminder statements via Parishsoft software.
- Print, insert and organize reminder statements by zip code into post office bins, load and transport to U.S. Postal Service for mail out through bulk mail account.
- Manage U.S. Postal Service bulk mail account and postage due account balances.
- Work on incoming contributor donations via cash, checks, and money order, write out deposits, make copies of checks and money orders, input deposit batches into DDM, balance and close each batch, print and file accordingly.
- Generate Yearly Income Tax Statements and create mail out

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 <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

Temporary positions are not eligible for fringe benefits.

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!

The diocese reserves the right to revise, rescind or extend this job announcement and any employment benefits.