



**Diocese of Laredo
Job Announcement**

Posting Date: April 15, 2025

Application Deadline: **Until Filled.**

Position: Secretary Youth & Young Adult Ministries/Vocations Office	FLSA Status: Non-Exempt
Minimum Requirements: High school graduate or equivalency, with two years of experience in secretarial/administrative assistant work and excellent customer service skills. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion and judgment. Have advanced knowledge of computers and strong command of Word, Excel, Publisher and Power Point. Knowledge in computer technology, software and office equipment. Must be bilingual, English and Spanish. Must be in full communion with the Catholic Church and have knowledge of Catholic Church and teachings.	
Start Date: Immediate	Location: Pastoral Center
Position Status: Full-Time, 40 hours per week	Work Schedule: Mon.–Fri., evening/weekend work as needed

Position Summary:

Requires the fulfillment of administrative and 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 discretion.
- Handle incoming calls and visitors to the office.
- Handle correspondence to include, letters, reports and articles.
- Compose, type and file routine correspondence and other pertinent records.
- Maintain a current and accurate department database.
- Assist in the hospitality set-up for meetings and events.
- Design materials for publicity and promotion of events and activities.
- Prepare announcements, brochures in English and Spanish.
- Serve as front area receptionist as needed.

Additional Requirements- Skills, Certifications, and Licenses:

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

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