



# Diocese of Laredo Job Posting

Posting Date: August 28, 2025

Application Deadline: Until Filled

<b>Position: Administrative Assistant</b>		<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> High school diploma or equivalent, plus two years of experience in secretarial/administrative assistant work. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion and judgment. Have strong command of Microsoft Office and Google Workspace. Knowledge in computer technology, software, and office equipment. Must be bilingual, English and Spanish, and have the ability to prepare correspondence and speak in both languages.		
<b>Start Date:</b> Immediate	<b>Location: Blessed Sacrament School</b>	
<b>Position Status: Full-Time, 40 hours per week</b>	<b>Work Schedule:</b> Monday – Friday, 7:30 am-4:30 pm	

### Position Summary:

The Administrative Assistant fulfills the mission of the Catholic school by providing general organizational support within the framework of the school’s philosophy, organization, and policies. The Administrative Assistant serves as the assistant to the principal by supporting the administrative needs of the principal and assigned office duties.

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

- Provides comprehensive secretarial duties for the principal and school office
- Supports the principal in the preparation of documents, reports, and correspondence
- Supports the principal in their work with the Board, personnel, facilities, vendors, and volunteers
- Assists in maintaining the principal’s and school’s main calendar
- Maintains current and accurate records in accordance with school policy, including student health records
- Meets staff development guidelines as set forth by the Diocese/local administration

### Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.
- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

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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 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