



Diocese of Laredo Job Announcement

Posting Date: September 19, 2025

Application Deadline: Until Filled

Position: Secretary – Department of Adult Faith Formation

FLSA Status: Non-Exempt

Minimum Requirements:

Must have high school diploma or equivalency. Two years of secretarial experience, proficiency in computer use, MS Office, high degree of multi-tasking and time management capabilities. Excellent written and verbal communication skills in both English and Spanish. Integrity, professionalism, and excellent customer service skills, a must.

Knowledge of the Catholic Church and teachings, preferred.

Start Date: Immediate

Location: Pastoral Center

Position Status: Full-time (40 hours)

Work Schedule: Mon-Fri.,
work non-standard hours and days, as needed

Position Summary:

The Secretary to the Department of Adult Faith Formation is responsible for providing clerical and administrative support in order to optimize workflow procedures in the office. General duties include preparing regular correspondence, greeting visitors, answering the telephone, and maintaining accurate records for the office. To include, but not limited to, organizing a database for the Pastoral Institute participants by dates and years of certification.

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

- Answer telephone, greet and direct visitors.
- Prepare administrative correspondence, reports, spreadsheets and meeting notes as requested.
- Maintain an up to date database of participants.
- Assist in coordinating meetings, events and workshops.
- Prepare and disseminate correspondence, memos and forms.
- Maintain a filing system.
- Maintain inventory of supplies and resources.
- Maintain department schedule, follow annual timeline and ensure completion of goals.

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

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Must be able to lift, move and carry items up to 15lbs.
- Must have a clear background check.

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