



Diocese of Laredo
Job Announcement

Posting Date: February 20, 2026

Application Deadline: Until Filled

Table with 2 columns and 4 rows containing job details: Position (Coordinator of Religious Education), FLSA Status (Non-Exempt), Minimum Requirements, Start Date (Immediate), Location (St. John Neumann Church), Position Status (Part-Time), and Work Schedule (As assigned).

Position Summary:

Provides a welcoming and supportive presence during the catechetical year to students, catechists, volunteers, and parents. Work with parents to strengthen their roles as first educators in the faith of their children. Maintains required documentation of the CCD program and adheres to diocesan policies. Adheres to Safe Environment policies and submits required reports to the diocese.

Essential Duties, Functions and Responsibilities:

- Coordinate faith formation program
• Work with pastor to develop and implement the sacramental preparation program
• Implement curriculum according to diocesan guidelines
• Select materials and texts appropriate for course and age of student
• Follow diocesan guidelines for sacramental preparation
• Recruit and train catechists, ensure that catechists are trained by diocese, as required
• Facilitate parent meetings, provide information on sacramental preparation and safe environment
• Make sure that all catechists and volunteers have completed safe environment training and that training is up to date in accordance with diocesan policy. Maintain files for volunteer catechists.
• Keep attendance and enrollment lists for students and files with required documents.

Additional Requirements- Skills, Certifications, and Licenses

- Maintain a valid Texas Driver License and evidence of state required vehicle insurance. Must have reliable transportation.
• Demonstrated ability to communicate effectively, both in written form and orally in Spanish and English.
• Ability to operate business office equipment and perform multiple assignments.

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

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. 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