



Diocese of Laredo Job Announcement

Posting Date: July 17, 2026

Application Deadline: Until Filled

Position: Secretary - Family Life Department		FLSA Status: Non-Exempt	
Minimum Requirements: Must have high school diploma or equivalency. Two years of secretarial experience. Strong time management skills with success. Proficiency in MS Office (Word, Excel, PowerPoint). Exceptional verbal and written communication, professionalism and discretion with confidential information. Ability to carry, lift and move items up to 20lbs. Must travel to perform the essential duties of the position. Must be in full communion with the Catholic Church.			
Start Date: Immediate		Location: Pastoral Center	
Position Status: Full-Time (40 hrs.)		Work Schedule: Mon-Fri., with additional weekend work as required at varying locations.	

Position Summary:

The Secretary to the Department of Family Life is responsible for providing assistance and support to the overall operation of the office. The secretary will ensure the effective and efficient operation of the office by performing secretarial duties that meet the needs and demands of the office. General duties include regular correspondence, greeting visitors, answering the telephone, and maintaining accurate records for the office.

Essential Duties, Functions and Responsibilities: (A complete position description is available at the HR Office.)

- Answer telephone in a prompt, professional and courteous manner.
- Greet visitors in a prompt, professional and courteous manner.
- Provide assistance during the scheduled Pre-Cana weekends.
- Prepare administrative correspondence, reports, and meeting notes as requested.
- Create spreadsheets and reports as requested.
- Create informational materials as requested and ensure copies are easily accessible and available.
- Create reports for financial activities of the department to include: statistics, disbursements, and deposits.
- Prepares event notices, fliers, and promotional materials.
- Prepares event name badges, signage, and organizes event processes.
- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable 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) 764-7867

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