

More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking an Administrative Assistant – Vicar General & Worship

Job Location:	Pueblo, Colorado
Type:	Full-time (30 hours per week)
FLSA Status:	Non-exempt
Salary Range:	\$18.93 - \$26.49 per hour
Reports To:	Vicar General & Director of Worship

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$18.93 - \$26.49 per hour. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Regular Mass and prayer are available in our beautiful chapel!

What you will be doing

The Administrative Assistant for the Vicar General & Worship Office provides comprehensive administrative and clerical support to both offices. This role coordinates communications, maintains clergy and parish records, assists with diocesan events, manages correspondence, and supports liturgical initiatives. The position requires discretion, professionalism, and the ability to collaborate effectively with clergy, parish staff, and the public.

Could this opportunity be right for you? Continue reading for the full job description.

ESSENTIAL DUTIES:

Clergy & Diocesan Administration (Vicar General Office)

- Prepare appointment letters for priests/deacons and for members of diocesan councils/boards; obtain signatures, distribute, scan, and log in confidential files.
- Maintain active and archived clergy files; assemble new priest files and ensure proper filing and documentation.
- Draft correspondence, emails, and miscellaneous letters at the request of the Vicar General and/or Bishop.
- Prepare clergy identification and celebret cards.
- Administer updates to the Official Catholic Directory (OCD), ORDO, and Necrology list.
- Track priest appointments and council/board memberships in collaboration with the Project Coordinator for the Vicar for Clergy.
- Assist with scheduling and preparations for Presbyteral Council and College of Consultors meetings, including agendas, meals, and elections.
- Assist with funeral arrangements for clergy by retrieving the will and testament from file, serving as the primary point of communication with the family, coordinating service details with the Bishop's Office, and liaising with the mortuary regarding headstones, caskets, or urns.

- Administer the Mission Cooperative Program by reviewing requests from charitable organizations, selecting annual participants, notifying applicants of approval or denial, scheduling parish visits, arranging travel, and coordinating with the diocesan finance office to ensure proper collection and disbursement of funds.

Liturgical Support & Communications (Worship Office)

- Prepare and distribute communications for diocesan liturgical events (Chrism Day/Mass, EMOHC Commissioning, Rite of Election, Fiesta Day Mass, Corpus Christi Procession) and respond to parish and public inquiries.
- Coordinate logistics for annual celebration of the Sacrament of Confirmation in the parishes, including managing the annual parish questionnaire, planning the Bishop's visit (altar servers, music, pre-Mass meetings), arranging hotel accommodations and travel for the Bishop and team, selecting the host parish, notifying surrounding parishes, and ensuring the Confirmation schedule is added to the diocesan calendar.
- Prepare and manage worship aids and liturgical scripts, including licensing music through OneLicense, assembling and printing materials, and ensuring scripts are ready for the Bishop.
- Submit quarterly copyright reports to OneLicense and maintain accurate licensing records.
- Plan and coordinate diocesan liturgical events (Chrism Mass, ordinations, Rite of Election) at the Cathedral, including coordinating with Cathedral staff for setup and takedown, arranging use of halls for receptions, and identifying sponsoring organizations for post-event receptions (e.g., Serra Club, DCCW, Catholic Daughters of America, Knights of Columbus).
- Coordinate funerals of deacons and priests, including preparing liturgical scripts, managing invitations and RSVPs, arranging receptions, coordinating music, printing materials, and working closely with Cathedral staff & Office of the Bishop.
- Prepare and send emails to clergy and parishes at the request of the Director of Worship.
- Collaborate with the Diocesan Office of Communication to share liturgical updates.

General Office Administration

- Answer and direct incoming calls from clergy, parishioners, and the public; provide accurate information or referrals.
- Process and prepare invoices for payment.
- Maintain filing systems and records for both offices.
- Perform miscellaneous administrative tasks as requested by the Vicar General or Director of Worship.

QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- Associate's degree in business, management, communications, hospitality, or a related field is preferred.
- Two to five years of experience in a secretarial or hospitality position preferred.
- Two to five years of experience in event planning preferred.
- Parish or Diocesan work experience helpful but not required.
- Must have a clear understanding of acceptable business practices in relationship to church teachings.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to comprehend Catholic Church structure, diocesan operations, and liturgical practices.
- Ability to maintain strict confidentiality when handling sensitive documents and information.

- Strong organizational, planning, and time-management skills with exceptional attention to detail.
- Ability to prioritize and coordinate multiple projects and tasks simultaneously.
- Excellent written and verbal communication skills, demonstrating professionalism, clarity, and a positive attitude.
- Skilled in communicating and responding to questions regarding diocesan events and programs.
- Proficient computer skills in MS Office, email, and internet as well as various office machinery such as printer, computer, scanner.
- Initiative and problem-solving skills to handle complex administrative tasks independently.
- Flexibility to work occasional evenings or weekends as required for diocesan events.
- Ability to apply acceptable business practices in alignment with Church teachings.
- Ability to conceptualize his/her work as ministry.
- Ability to read, write and speak Spanish are a plus.

Supervisory Responsibility:

- No supervisory responsibilities for this position.

Work Environment and Required Activities:

- This position is full-time, 30 hours per week, Monday through Friday from 10:00 a.m. – 5:00 p.m.
- This position is in a general office setting. Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment. Ability to sit or stand for long periods of time using various office machinery. Repetitive motion activities; data entry/keyboarding. Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

Applications will be accepted until the position is filled.

To apply for this position, please complete a Diocese of Pueblo application and send to:

Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email

lcastillo@dioceseofpueblo.org