



THE ROMAN CATHOLIC  
**DIocese OF LAS CRUCES**

1280 Med Park Drive • Las Cruces, New Mexico 88005-3239  
575-523-7577 • Fax 575-524-3874 • [www.rcdlc.org](http://www.rcdlc.org)

**POSITION OPENING**

The Vocation Office is accepting applications for a part-time position as administrative assistant to the Associate Vocation Directors. Applicants must be Catholic and bilingual. The responsibility is primarily administrative including assistance with the application of candidates applying for seminary, maintaining the vocation office files, maintenance of the vocation website along with the Diocesan Communication Director, handling correspondence and overseeing the financial obligation to seminaries and assisting groups interested in supporting seminarians. This person should have good computer and administrative skills.

Please send resumes to the Office of the Bishop, Diocese of Las Cruces Pastoral Center, 1280 Med Park Dr., Las Cruces, New Mexico, 88005 or by email to [fgodfrey@rcdlc.org](mailto:fgodfrey@rcdlc.org)



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CENTRAL ADMINISTRATION POSITION DESCRIPTION

**TITLE:** Director of Human Resources

**FLSA:** Exempt

**SECRETARIAT:** Administration

**STATUS:** Full-time

**ACCOUNTABILITY:**

All employees of the Diocesan Administration assist the Bishop of Las Cruces in serving the parishes, schools, and institutions of the Catholic Church in New Mexico.

This position reports to the Bishop. Generally, the Director of Human Resources works with the Bishop on all diocesan employment-related matters, as well as for benefits, payroll, retirement, and other related issues.

**RESPONSIBILITIES:**

This director level position is responsible for administering human resource policies for the central diocesan administration and providing human resources consultative services and support to parishes, schools, campus and other ministries of the Diocese of Las Cruces. This position is expected to exercise independent judgment and initiative in the performance of day-to-day functions.

**Essential Duties:**

- Administers human resources policies and procedures including staffing, payroll, compensation, and benefits programs.
- Responsible for cleric, religious, and employee benefit administration, including but not limited to, health and dental insurance, disability insurance, and retirement and pension benefits.
- Provides information to and answers the questions of clerics and employees regarding insurance and retirement benefits.
- Provides support in functional areas of human resources department, which includes recruitment and employment, personnel records, employee relations, performance evaluation, benefits administration, and payroll administration.