

Secretary

St. Elizabeth Ann Seton, Ontario

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The mission of Saint Elizabeth Ann Seton Catholic Community is to nurture the parish family as we grow in holiness through charity and mercy.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- To respond to office visitors and answer/facilitate phone calls, in a professional manner.
- To effectively use a computer in basic word processing, design, data base and spreadsheets.
- To prepare parish bulletin.
- To maintain parish website.
- To maintain facilities schedule.
- To work with individuals on sacramental needs and maintain sacramental records.
- To respond to the needs of administration and follow his/her guidelines.
- To know and follow all policies and procedures which comply with Diocese.
- Ability to analyze a situation and respond to the needs of the office or person in need of assistance.
- To be organized and a warm, caring individual, capable of handling stressful situations
- To observe parishioners, pastor and staff privacy, dignity and confidentiality.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Ability to work hours needed by the parish office.
- Ability to use office equipment as needed.
- Ability to be flexible and to multi-task.
- Assists with hospitality as needed.
- Comply with completion of all trainings (Safe Environment)
- High school diploma and experience in a related position required.
- Quality customer service skills and excellent communication and organization skills required.
- Computer skills: Word, Excel, Power point, Publisher and Access.
- Bilingual English and Spanish skills required.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your resume to:

Rev. John S. Vieira
St. Elizabeth Ann Seton
2713 S Grove Ave
Ontario, CA 91761

info@seascc-ont.org or fax to: 909-923-2946