

## **Administrative Assistant**

### **Department of Communications**

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 Department of Communications answers the Lord's call to "go and make disciples of all nations" by providing, utilizing and teaching the tools of mass media and technology. The department carries out this ministry through the offices of Media and Information Technology Services.

#### **Examples of Essential Job Functions:**

1. Complete and maintain all invoice payments through check requests.
2. Billing various offices, parishes, schools, and other entities for services performed.
3. Assisting with end of the month billing tasks.
4. Make follow-up calls for invoice, ordering, training, advertising, etc.
5. Serve as telephone and e-mail point of contact to the Director of Communications and the Director of Information Technology Services.
6. Make travel arrangements for the Director of Communications and the Director of Information Technology Services.
7. Manages updates of data for the Digital Directory of the Diocese of San Bernardino.
8. Maintain subscription distribution list for the Inland Catholic BYTE and El Compas Catolico
9. Coordinates and distributes incoming mail.
10. Plan and coordinate all Communications Department events, retreats and meetings.
11. Field and route all media calls to the Diocese to Director of Communications.
12. Schedule and coordinate formation programs for diocesan offices, ministries and parishes.
13. Set-up appointments / meetings for Media Office and Information Technology Services Office.
14. Maintain file system; order office supplies.
15. Coordinate video conferencing system scheduling between point locations and end users.
16. Answer department, and office general phone lines. Create, follow up and close work-orders as needed.
17. Prepare correspondence for Department of Communications and Office of Information Technology Services.
18. Prepare agendas and minutes for department and office meetings.
19. Provide Spanish translation of articles and documents as requested.
20. Manage special projects as needed; help coordinate activities with I.T.S. Office.
21. Other duties as assigned.

#### **Qualification Guidelines:**

1. Previous office experience.
2. Good communication and interpersonal skills.
3. Computer proficient: word, excel, outlook, publisher, power point and internet.
4. Knowledge of Catholic teaching and protocol.
5. Be sensitive to various cultures within the Diocese.
6. Maintain confidentiality.
7. Multi-tasking.
8. Bilingual: English/Spanish is required.

**Physical Requirements:** Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, lifting heavy loads, repetitive overhead work, repetitive arm/hand/finger movements, prolonged gripping of an item, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org) or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer.**