

## **Administrative Secretary**

**Ministry of Life, Dignity and Justice**

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 Ministry of Life, Dignity, and Justice works to create a holy and just society by promoting the dignity of the human person and the sanctity of God's creation.

### **Position Summary:**

This position provides administrative support to the Director of the Ministry of Life, Dignity and Justice.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Assist the Director and department staff by preparing and translating flyers, cards, bulletins, and other materials for presentations in English and Spanish.
2. Assist Director with simultaneous translation in English and Spanish during meetings and workshops.
3. Assist Director with formatting correspondence onto letterhead for signature and prepare mailings.
4. Responsible for planning and coordinating events with the Director.
5. Purchase food, prepare and maintain hospitality during the workshop and conclude with the cleanup.
6. Handle workshop registrations, prepare workshop resources or folders, deposit registration funds.
7. Maintain smooth functioning of the department handling finances (check requests, deposits, copy/ mailing requests, in-put of finances into database, etc.), distributing and routing mail, creating reports, etc., responsible for calendaring events and locations.
8. Manages the Department database, organizes paper and computer files.
9. Represents the Director at occasional functions, attends department meetings as necessary.
10. Handle incoming calls in English and Spanish.
11. Networks with offices.
12. Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

1. High school with some more advanced studies or training.
2. Desire to work for the Catholic Church.
3. Bi-lingual and Bi-literate in English and Spanish.
4. Openness to Catholic Social Teachings.
5. Working knowledge of office equipment and software programs (MS Word, Excel, Publisher, PowerPoint, Access).

### **Physical Requirements:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., 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 extreme.

Interested candidates, please forward your resume to:

Attention: David Acosta  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)

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