

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' creation

Position Summary:

This position provides administrative support to the Director of 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 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 data-base 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, networks with offices.
11. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. High school diploma, some college or technical school in related field required.
2. Must be bi-lingual/bi-literate English and Spanish.
3. Must have ability to work with and maintain confidential information and records.
4. Must have knowledge and understanding of Catholic Social Teaching.
5. Must have knowledge and ability to operate office equipment and software programs (MS Word, Excel, Publisher, PowerPoint, Access).
6. Must have ability to work in a multi-cultural environment.
7. Must have a valid driver's license and ability to travel as required.

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 with salary requirements to:

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

Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.