

## **Administrative Secretary**

### **Office of Ministry with Young Catholics**

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 with Youth Office is committed to serving and giving hope to the young people of the Diocese of San Bernardino by providing resources, training, and consultation. The office strives to empower young people through fostering their holistic human development by means of the Total and Comprehensive Youth Ministry. Our goal is to help young people become true disciples of Christ in the world in which they live by encouraging full, active, and responsible participation in the life, work, and mission of the Church.

#### **Position Summary:**

The position maintains the Ministry with Young Catholics Office's administration, organization, and translation in an orderly and timely manner. The position provides support and assistance to the functioning of the Ministry with Young Catholics by collaborating with the Director, Youth Programs Coordinators, and Young Adult Programs Coordinator.

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

1. Answers phone calls, respond to emails, maintain databases and files. Making copies, and prepare various materials as needed.
2. Processing check requests and journal entries, issuing invoices, billing parishes, and making deposits.
3. Assists Director, Youth Programs Coordinators with room reservations and equipment, make flyers, and assist with registrations.
4. Translation of materials (English/Spanish); maintains office websites.
5. Collaborates with the DPC offices.
6. Maintains orderliness in the office (file organization, resource library, bulletin board, etc.).
7. Purchase necessary office supplies.
8. Other duties as assigned by the Director.

#### **QUALIFICATION GUIDELINES:**

1. High school plus six to eight months of business or trade school, community college, or university.
2. Must have a minimum 3 years' experience in a secretarial role with excellent customer service skills.
3. Must be Bi-lingual and Bi-literate(English/Spanish).
4. Understanding of Church ministry preferred.
5. Must have basic knowledge of accounting, strong communication, organizational and multitasking skills.
6. Computer proficiency (Microsoft Word, Publisher, Excel, PowerPoint, Access, update website).
7. Open and sensitive to ethnic diversity; 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, 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: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

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

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