

## **Administrative Secretary**

### **Office of Vocations**

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 Office of Vocations is responsible for the promotion, recruitment, screening and discernment programs regarding diocesan seminarians and men and women religious. These programs are implemented with the assistance of Parish Vocation Teams, Firestarters and other diocesan associations interested in fostering vocations.

#### **Position Summary:**

The Vocations Secretary is responsible for providing administrative duties for the Office of Vocations.

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

- Record and handle the finances of the Vocations Office, including assisting the director in the development of the yearly office budget.
- Create, input, retrieve data from various databases.
- Answer telephone calls, assist/direct callers.
- Handle and distribute mail.
- Order/create vocations promotional material.
- Write/email letters, memos, flyers.
- Prepare check requests for payment of office bills.
- Mail out information to interested individuals, parishes, schools, etc.
- Create monthly formation prayer calendar for the weekly mailing, website, and email to individuals
- Create and prepare quarterly newsletter for parishes, schools, and other contacts interested in promoting vocations sent by email and hardcopy when needed.
- Develop and maintain office website and social media platforms with the help of IT.
- Gather names, pictures and other information from parishes for the formation poster that gets distributed to all the parishes and schools in the diocese every year
- Collaborate with graphics designer in at DPC on the design of the formation poster.
- Gather/order /box vocation information, flyers, booklets, formation posters, etc. for each parish (for Confirmations) to be distributed during the Combined Vicariate meetings in February.
- Maintain and update lists of vocation contacts (Serra Club, Grand Knights, Vocations Committees, etc.)
- Translate (orally and written) materials as needed for office ministry English/Spanish – vice versa.
- Translate flyers, invitations, emails, prayer cards, memos, etc. into Spanish.
- Order/shop for office supplies and occasionally food/hospitality for Vocations Office as needed for meetings, gatherings, retreats, etc.
- Filing and maintaining copies/records pertaining to seminarian candidates.
- Responsible for ensuring that seminarian candidates is in compliance with Safe Environment certifications through the diocese.
- Travel to DPC for meetings, delivery/pick-up of materials, check requests, etc.
- Other duties as assigned by the Director.

#### **QUALIFICATION GUIDELINES:**

- Must be bilingual English/Spanish
- Must have excellent computer skills in Microsoft Word, Excel, Access, Publisher for recordkeeping, database reports, correspondence, promotional materials, mailings, etc.
- Must have knowledge and ability to use social media platforms for the office.
- Must have strong and positive interpersonal relationship skills with the ability to approach people in a manner which creates harmony and promotes cooperation and collaboration
- Must have ability to effectively interact in a professional and pastoral manner with unique and divergent personalities.
- Must have ability to work in a multicultural environment.
- Must have ability to maintain confidentiality.
- Must have the ability and willingness to support the vision and values of the Diocese of San Bernardino.
- Must have reliable transportation and ability to travel locally.

#### **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 up to 20 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 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.**