

# Administrative Secretary

Apostolic and Ethnic Affairs

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.

With the pastoral leadership of the Bishop, and under the direction of the Vice Chancellor, these offices and groups collaborate in offering resources and support for the ongoing formation of all in the Apostolic and Ethnic Affairs ministries in the diocese, enabling them to develop more pastoral, ministerial and adequate leadership skills, so that people's lives are filled with hope.

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

- Secretarial duties, including but not limited to: drafting letters, prepare and process mailings, filing, phones, scheduling, reservations, appointments, etc.
- Help coordinate workshops and annual events
- Maintain databases: Apostolic groups, Diocesan Awards, BICM, etc.
- Process purchases, check requests, deposits and financial matters on timely basis
- Maintain orderly inventory of office supply needs
- Update directory information for ministries in our department
- Assist with other ethnic offices' secretarial needs
- Maintain the workroom and work area in orderly fashion
- Maintain office website
- Coordinate office/department gatherings including hospitality
- Other duties as assigned by Supervisor

## **QUALIFICATION GUIDELINES:**

- High school plus two or three years' secretarial training
- Three years' experience in fast-paced office
- Good organization and multi-tasking skills as well as self-initiative
- Good telephone etiquette and customer service, strong interpersonal relations and communication
- Excellent grammar skills
- Biliterate in Spanish, able to translate English-Spanish and vice versa
- Proficient computer skills: Outlook, Word, Access, Publisher, Excel, etc.
- Be familiar with and supportive of Diocesan policies and vision
- Be sensitive to multicultural nature of our diocese
- Be able to maintain high level of confidentiality and professionalism
- Must have 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, lifting, and stooping, standing, sitting, lifting and carrying, 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@sbdiocese.org](mailto:employment@sbdiocese.org)  
Fax to: 909-475-5189

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