

# **Coordinator of Spanish Catechetical Ministry**

St Patrick Catholic Church

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.

Founded in 1989, St. Patrick is a community in union with the Diocese, its passion to further Christ's mission and to embrace the diversity in the community.

## **ESSENTIAL JOB FUNCTIONS:**

1. Recruits & trains catechists for each program
2. Prepares & maintains all catechetical records and files
3. Maintains religious education database & sacramental records
4. Coordinates seasonal registrations for religious education programs
5. Maintains supply inventory
6. Tracks student's attendance and communicates with parents on this issue
7. Maintains calendar for various religious education programs
8. Coordinate Spanish language retreats
9. Receive and record payments
10. Correspond with staff, parents and catechists
11. Other duties as assigned.

## **QUALIFICATION GUIDELINES:**

- High school graduation
- Bilingual/biliterate English/Spanish required.
- Minimum 3 years related experience. Master Catechist preferred
- Strong computer skills: Word, Excel, Power point, Publisher
- Excellent organizational skills required.
- Completion of a parish based or diocesan level ministry formation program desirable.

## **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., 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:**

Attn: Holly McCann  
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[hmccann@sbdiocese.org](mailto:hmccann@sbdiocese.org)

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