

Office Assistant

Our Lady of Lourdes Parish, Montclair

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 1956, Our Lady of Lourdes is a vibrant and diverse community that supports and promotes the diocesan vision.

Position Summary:

Provides secretarial and clerical support for the parish offices operation.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Assist Catechism Ministry (catechist and students)
2. Assist parish Evangelization Ministry
3. Assist Quinceañera Ministry with formation and preparation
4. Maintain parish website
5. Prepare bilingual parish announcements, prayers of the faithful and mass intentions of special liturgies
6. Assist in bilingual translation as needed in the parish
7. Participate in Evangelization and Liturgy meetings
8. Maintain parish calendar
9. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. High school diploma or GED equivalent
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. Catechist experience preferred
8. 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: Rev. Jacob Thomas Vettathu, MS

Our Lady of Lourdes Parish

10191 Central Ave.

Montclair, CA 91763

(909)626-7278

The Diocese of San Bernardino is an Equal Opportunity Employer.