

Office Assistant

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 1944, St. Joseph the Worker is a community filled with joy and a united dedication to Christ and his mission.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Data Entry.
- Greet and direct visitors.
- Coordinate appointments and prepare correspondence for pastor and ministry leaders.
- Prepare weekly announcements and bulletin.
- Receive and process email and invoices.
- Maintain inventory, procuring and ordering of supplies.
- Answer phones.
- Manage and maintain files and records.
- Maintain and schedule Pastoral and Ministry Leader monthly calendar.
- Other duties assigned.

QUALIFICATION REQUIRED:

- Strong computer skills in Word, Access, Excel, and Publisher required. Knowledge of ParishSoft desirable.
- High School diploma and two years college education required.
- Minimum of two years office/business experienced required.
- Must be able to multi-task and problem solve; have the ability to interact in a professional and pastoral manner.
- Ability to operate office machines including: telephone system, fax, scanner, copier machines, computer and printer.
- Excellent organizational, communication, and analytical skills required.
- Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols.
- Work schedule may require flexible hours and weekends.

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 40 lbs., pushing, pulling, kneeling, crouching, bending, 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 resume and cover letter with salary requirements to:

Attn: Monsignor Philip A. Behan
St. Joseph the Worker Church
10816 Mountain View Ave
Loma Linda, CA 92354
Fax: (909)796-0755
Email:stjosephtheworker@verizon.net

The Diocese of San Bernardino is an Equal Opportunity Employer.