

Office Administrative Assistant

Sacred Heart Catholic Church, Rancho Cucamonga

FULL-TIME

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 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Welcomes and greets persons and provides general parish/ministry information to visitors.
- Provides secretarial and clerical support for the parish office operations.
- Answers phones, takes messages and/or refers callers to appropriate party
- Volunteer support – this includes supporting all office volunteers through recruitment and training, assist the Food Pantry volunteers
- Assist with the preparation and submittal of the weekly bulletin
- Design and provide the various parish flyers and forms
- Weekly Mass – coordinate all PowerPoint materials and presentations; prepare pulpit announcements to submit to the Pastor.
- Process mass intentions and submit monthly stipend report to the bookkeeper
- Schedule all liturgical events; ex. Masses, Holydays, Funerals, Weddings, 15 Anos, Ministry Events
- Receive payments for various programs
- Supports office with social media programs, such as Facebook, Instagram, Parish App, etc.
- Type general correspondence
- Assist with copy work and sorts and distributes the mail
- Staff member support. This includes clerical support for the clergy and assisting with the monthly priest mass schedule, which includes preparation and distribution of the priest calendar
- Perform other related duties as assigned by pastor and supervisor

QUALIFICATIONS GUIDELINES:

High school and two years technical training required
Completion of a parish based or diocesan level ministry formation program desirable
Requires a minimum of three years office experience in all secretarial and customer service responsibilities
Must have excellent clerical and computer skills
Proficient in all Microsoft Office programs
Requires a high level of pastoral and interpersonal skills
Requires patience with people of diverse levels of education and culture
Must be multi-tasked and have the ability to interact in a professional and pastoral manner
Must have the ability to work as a team member with other staff personnel
Excellent organizational skills required
Must have a good knowledge of Catholic teaching and parish ministries and procedures
Bilingual skills required

PHYSICAL REQUIREMENTS:

Physical Requirements include: standing, walking, sitting, lifting, carrying, pushing, pulling, stooping, kneeling, speaking, seeing, reaching, lifting 20+lbs on a regular basis, repetitive arm & hand motions, repetitive hand/finger movements, etc.

Please send your resume to:
Ana Estrella, Office Manager
Sacred Heart Catholic Church
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Rancho Cucamonga, CA 91739
E-mail: ana.e@sacredheartrc.org