

OFFICE OF YOUTH MINISTRY AND CONFIRMATION ADMINISTRATIVE ASSISTANT
Sacred Heart Church, Rancho Cucamonga
PART-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:

Provides administrative and clerical support for the Office of Youth Ministry, including youth ministry, catechetical (H.S. Confirmation), evangelization, and music ministries.

- Assist the confirmation coordinator in preparing and maintaining all records and files and data bases for all high school confirmation classes.
- Assists with Confirmation registrations
- Tracks student's attendance and communicates with parents/teens via phone and email.
- Performs general clerical duties, i.e. running copies, typing letters, answering telephones, returning messages, and other duties as assigned
- Receives and record payments according to parish and diocesan financial policies (for all events, retreats, confirmation program, etc.)
- Maintains supply inventory for the office
- Maintain and keep current all activities and event in the parish website, app and bulletin. All forms of communication media.
- Perform other related duties as assigned by pastor and supervisor.

QUAIFICATIONS GUIDELINES: High school diploma or GED, computer skills (Word, Excel, PowerPoint). Requires clerical and computer skills. Basic knowledge of Catholic theology, procedures and protocols. Good familiarity with confirmation and youth ministry programs and their respective requirements. Must have excellent interpersonal and communication skills. Bilingual preferred.

PHYSICIAL REQUIRMENTS

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 ▪ 12704 Foothill Blvd.▪ Rancho Cucamonga, CA 91739
E-mail: ana.e@sacredheartrc.org