

# Office Coordinator

Office of Catholic Schools

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.

The mission of the Office of Catholic schools is to embrace the Diocesan vision as we lead, serve, motivate and challenge our Catholic Schools to be strong in Catholic Identity - spreading the message of the Gospel, educating students with academic excellence, building community while maintaining the principles of stewardship in our preschools, elementary, and secondary schools in the Diocese of San Bernardino in order to advance the catechetical and educational mission of the Church.

## **POSITION SUMMARY:**

The Office Coordinator is responsible for managing and coordinating hospitality, the website, calendar, school data bases, and NCEA reports, and also maintains complex data to complete reports. This position coordinates relationships with vendors for sponsorship and approval. It is essential that this person is able to speak, write and translate in Spanish.

## **Examples of Essential Job Functions:**

1. Assist and support the Superintendent of Catholic Schools
2. Oversees temporary employees and volunteers for special OCS events.
3. Process check requests, deposits, and billings/invoices.
4. Track finances by maintaining files and logging on accounts payable and receivable, which may include ICSL accountability. Purchase or order supplies as needed.
5. Coordinate communication, independently handle phones, prepare correspondence, letters, templates for thank you notes, bulk copying, follow up, summaries for Superintendent. Communicate with principals, pastors, parents, dioceses, Pastoral center, public, vendors, and sponsors. Interpret and refer to policies. Receive all requests for translation of materials/documents. Provide bilingual services for the office and for Spanish-speaking families or contacts.
6. Managerial organization: Review PANs for accuracy and forward to Human Resources. Schedule and coordinate training for principals and annual review of New Hire/status change forms. Independently develop and prepare draft reports, minutes, calendar, Neon Book, Principals' CD. Annual report and handbooks. Solicit sponsors for school meetings, workshops, and events. Participate in Executive Council meetings and attend meetings as directed by the Superintendent.
7. Independently maintain multiple complex data collections systems to ensure ability to track personnel/attendance/demographics and to create national/state/local reports as needed. Work with programmer to create an internet accessible report for principals. Compile data and create queries. Create templates and forms as needed.
8. Create, coordinate and update website, calendar; upload information. Create new articles, school data, and tables. Set up appointments, meetings, workshops, update master calendar for all meetings. Make room arrangements for all meetings.
9. Assist in all areas related to the Golf Tournament, as needed.
10. Oversee details of all major projects.
11. Maintain asbestos binders in conjunction with OCRE, and monthly safety inspection reports in collaboration with Human Resources.
12. I-20 DSO providing new international students their transfer and registration information
13. Other duties as assigned.

## **Qualification Guidelines:**

1. Must have a minimum of 3 years' experience in related field.
2. Bachelor's Degree completed
3. Must have excellent computer skills Microsoft Office software (Word, PowerPoint, Publisher, Access), Outlook and Internet search engines.
4. Must have excellent written and verbal communication skills.
5. Must be Bilingual English/Spanish with translation skills.
6. Must have excellent organization skills and attentive to details.
7. Multitasking skills
8. Must have the ability to work in a multi-cultural environment.

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 20lbs., pushing, pulling, kneeling, crouching, crawling,

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

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