

OFFICE MANAGER

Holy Family Parish

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 1963, Holy Family embraces its very diverse and multicultural community through its various ministries.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate in the preparation, administration and review of the budget process in collaboration with finance council.
- Manage budget and consult with and advise Pastor on business and administrative matters that affect the parish.
- Perform and/or supervise day-to-day financial tasks i.e. vendor payments, record deposits, payroll, banking and cash management matters.
- Acts as liaison between the parish and the diocese in financial matters.
- Acts as human resources consultant in collaboration with the diocese's Director of Human Resources.
- Supervises most parish staff members to include office staff and maintenance personnel.
- Maintains good working relationships, effective communications between parish community, various groups and outside authorities.
- Collaborates with Parish and Finance Council and ministry leaders to assure mutual cooperation among ministries.
- Represents the pastor in business matters.
- Oversees all activities relevant to the improvement, maintenance or repair of parish buildings and interiors.
- May attend diocesan meetings in place of pastor.
- May oversee collection counters.
- May supervise social services volunteers.

QUALIFICATION REQUIRMENTS:

- Bachelor's degree in business related discipline.
- Certification from MFI or similar program.
- Must have knowledge of financial management practices.
- Must have basic knowledge of employment law.
- Must be familiar with Catholic theology, and parish procedures and protocol.
- Must have a minimum of five years' experience in a secular/parish management position.
- Must have strong pastoral/interpersonal skills.
- Must have strong verbal and written communication skills.
- Must have strong analytical skills.
- Linguistic skills: Proficiency in both English and Spanish is necessary

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs standing, walking, sitting, hearing, speaking, reaching, lifting 10+ lbs on an occasional basis, repetitive hand/finger movements, stooping, pushing, pulling, kneeling, crouching, crawling.

Interested candidates, please forward your resume with cover letter and salary requirements to:

Attn. Rev. Manuel Jadraque MSP,
Holy Family Catholic Church,
9974 I Ave,
Hesperia CA 92345

The Diocese of San Bernardino is an Equal Opportunity Employer.