

**Office Manager**  
**St. Frances X. Cabrini Church – Yucaipa, CA**  
**Full Time – Non Exempt**

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 1947, St. Frances Xavier Cabrini is a community filled with faith and hope striving to bring Gods love to all people through Word and action.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Supervises all office and maintenance staff.
- Oversees all parish ministries.
- Assist the pastor with the general operation of the parish and acts independently in his absence.
- Human Resources: Respond to employee questions/concerns and Diocesan instructions; advise supervisors about laws/policy/procedure; make recommendations and assist supervisors in corrective actions/termination; assist supervisors in creating position descriptions/announcements and interview questions/ schedule interviews; participate in applicant interviews and selection; notify applicants of their status complete HR paperwork; maintain appropriate documentation and files.
- Lead, or participate on committees addressing administrative needs. Handle special projects.
- Safe Environment Coordinator: Lead the parish Safe Environment Committee in addressing Safe Environment issues; track fingerprinting and Safe Environment/Mandated Reporter training status of employees and volunteers; notify employees/supervisors of non-compliance; update Child & Youth Protection and HR Offices with parish data.
- Meet regularly and as needed with people who request pastoral advice; make appropriate referrals; provide guidance in prayer and spirituality; be available to staff in matters regarding spiritual advice/direction; willing to continue through on-going education/formation.
- Lay Ministry: Interview and place parishioners in ministries; assist lay leaders in the formation of new ministries; work with parish Ministry Council; conduct Spiritual Gift retreats/talks; act as mentor and ombudsman for lay ministers who request assistance.
- Develop annual master calendar, attends vicariate and diocesan meetings representing parish.
- Other duties as assigned.

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree or equivalent education and experience
- Bilingual and biliterate skills are required.
- Parish administrative experience/skills
- Human Resources experience and/or training
- Must have a thorough knowledge of Catholic theology, procedures and protocols.
- Computer technical-support experience and training
- Public speaking skills, strong interpersonal, communication and pastoral skills.
- Retreat experience
- Parish ministry experience
- Phone system training and Microsoft Word, Publisher

**PHYSICAL REQUIREMENTS:** Standing, walking, sitting, hearing, speaking, seeing, reaching, lifting 10+ lbs on an occasional basis, repetitive hand/finger movements, sense of touch/feel, climbing and stooping.

Submit resume with work history and Diocesan Employment Application to:

Rev. Santos Ortega  
St. Frances X. Cabrini Church  
12687 California St. – Yucaipa,  
Or Email to: [sortega@sbdioocese.org](mailto:sortega@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer**