

# **Planning Assistant**

Department of Planning and Transitions, Pastoral Center

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 Department of Pastoral Planning and Transitions serves the Diocese by assisting in planning efforts at the local and diocesan levels. The office works at the parish, school, and local ministry level to facilitate networking and clustering. It provides educational and in-service opportunities for these constituents that enable fiscal, tactical and strategic planning. The Department also provides theoretical models, statistical data, and theological frameworks (planning resources) to facilitate planning.

## **POSITION SUMMARY:**

This position provides logistics and administrative support to the Department of Pastoral Planning and Transitions. Collects, maintains, interprets and disseminates statistical and demographic data for the diocese to enable the planning process regarding current and long-range needs or goals. Assists and collaborates with Department personnel to implement the Ecclesial Integration Pastoral Plan in parishes, school and diocesan offices.

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

1. Model a commitment to co-responsibility as way of life, compassionate, collaborative and professional service to all.
2. Is the primary contact for the office (Coordinates schedules, processes check requests, manages the office calendar, email, website, orders office supplies and materials as needed, researches demographic and statistical data, answers phone, directs calls, takes messages, answers questions and other administrative/office duties and projects as assigned.)
3. Research parish documentation in archives; research, gathers, analyzes and interprets the information and creates demographic reports to prepare reports for parishes, projects, diocesan offices, and various groups as needed.
4. Collaborates with office personnel to prepare and present planning sessions with parishes, pastoral councils and parish ministry leaders; follows-up with written reports of sessions to the parish or councils.
5. Participate in the planning and implementation of Episcopal Visitations and Transition processes.
6. Responsible for creating and maintaining the visitation and planning databases and reports.
7. Edits data from workshops into a usable format and keeps files organized.
8. Manage and prepares the reproduction of all workbooks, handouts, and various materials, prepares flyers, brochures, other publicity material, and translates documents from English to Spanish and Spanish to English.
9. Assist in preparation of the Department Ministry Plan and budget, and collaborates with the department staff to processes payments and expenses related to the department activities and to maintain current, accurate, detailed records of revenue and expenses.
10. Prepare written reports; attend meetings as needed.

## **QUALIFICATION GUIDELINES:**

1. Must have knowledge and understanding of Diocesan Mission/Vision and parish life experience.
2. Bachelor's Degree or AA degree in Administration, plus equivalent experience. (Minimum 3 year's related experience.)
3. Experience and ability to operate and design databases; interpret statistics and explain data.
4. Must have effective written and verbal communication skills and ability to proof read and type accurately.
5. Effective ability to organize and plan workflow requirements.
6. Must be able to multi-task and work in a fast-paced environment.
7. Effective quality Customer Service skills and ability to work in a pro-active environment.
8. Effective ability to operate a PC utilizing Microsoft Office applications: Word, Excel, Publisher, Power Point. Knowledge and prior experience with Access Databases required.
9. Must be a self-starter, able to work with minimum supervision.
10. Must have the ability to handle and maintain confidentiality and active interactive relationships.
11. Effective ability to comprehend and explain policy and procedure in a clear, concise manner.
12. Must be available to work evenings and weekends as needed.
13. Must have reliable transportation and a valid California driver's license.

**PHYSICAL REQUIREMENTS:**

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 15 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume to:

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

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

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