

Secretary

Our Lady of Assumption, San Bernardino

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 1954, Our Lady of the Assumption commits to reach out to her community with warm hospitality, strong ministries and vibrant liturgies.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Be in the office during office hours
- Prepares correspondence for pastor/administrator as requested
- English – Spanish, Bi-literate & Bi-lingual
- Registers new parishioners and maintains database (ParishSoft)
- Orders supplies for office
- Schedules use of parish facilities –master calendar
- Maintains sacramental records/archives
- Updates envelope company database
- Prepares weekly bulletin
- Attends weekly staff meetings
- Takes and prepares staff meeting minutes
- Prepares Prayers of the Faithful and Pastor’s Notes for every Sunday and/or Holy Day of Obligation
- Translates material as requested by the Pastor
- Updates and requests Marriage document information for upcoming weddings
- Updates the Wedding and Quinceañera calendar and emails copies to Wedding Coordinator and prints copy for the Church calendar cover
- Assists in the implementation of Safe Environment, Mandated Reporter and Background checks for volunteers
- Assists in Safe Environment Self-Audit Reports for the USCCB
- Collects statistics and completes the Statis Animarum and Official Catholic Directory for the Diocese every fiscal year
- Prepares Sacramental Certificates
- Orders Communion hosts and Altar wine as necessary
- Orders Liturgical items needed for every season
- Assists and fills in for Receptionist as necessary
 - a. Answer phones
 - i. Schedule appointments in the pastor/administrator’s agenda.
 - b. Taking messages
 - c. Schedule Mass Intentions
 - d. Issue receipts for money received in Parish office
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School and two years technical training required.
- Completion of a parish based or diocesan level ministry formation program desirable.
- Requires a minimum of three years office experience in secretarial and customer service responsibilities.
- Must be able to multi-task and have the ability to interact in a professional and pastoral manner.
- Strong computer skills.
- Excellent organizational skills required.
- Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols.

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, 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 extremes.

Interested candidates, please send your resume to:

Our Lady of Assumption Parish
Attn. Susan Doyle
796 W 48th St
San Bernardino, CA 92407
Fax: 909-883-4851

The Diocese of San Bernardino is an Equal Opportunity Employer.