

## **Statistical Research Specialist**

Office of Archives, 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 Archives Office serves the Diocese of San Bernardino by maintaining the official church records and the rich history of the Catholic Community in San Bernardino and Riverside counties. The Archives collects, organizes, and preserves those records and historical items that have enduring value to the Diocesan Church. The Archives is committed to providing access to its archival materials for researchers as permitted by canon law and civil law. The Archives desires to promote an understanding of the history of the Diocese so that people's lives can be filled with hope.

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

1. Responsible for obtaining and maintaining statistical and demographic information about the Diocese of San Bernardino, which is composed of San Bernardino and Riverside counties.
2. Works with parishes, schools, catholic institutions and diocesan offices gathering information for the Annual Statistics (*Status Animarum*) Report. Keeps track of parishes' submissions in ParishSoft database.
3. Prepares internal and external reports for the Diocese including: comprehensive statistics and demographic reports for the Pastoral Center; Annual Parish Statistical Data Reports; Episcopal Visitation Reports and Ministerial Personnel and Placement Board Reports.
4. Works with a Statistical Workgroup formed with diocesan staff that maintains databases with data needed for the Official Catholic Directory.
5. Prepares reports for the Annual Official Catholic Directory and the Annual General Statistical Questionnaire (Vatican's Secretariat of State Report.)
6. Prepares statistical data for the Quinquennial (*Ad Limina*) Report every five years.
7. Prepares forms, communicates with parish staff, receives and compiles information for the Annual Mass Counts. Keeps track of parishes submissions in database. Prepares reports on mass count and attendance.
8. Plans, prepares, organizes and conducts Statistical Workshops for Parish Staff and Schools' Principals. Maintains attendance lists and User Guides in both English and Spanish for parishes and schools.
9. Helps to plan, prepare, and organize Sacramental Registers Workshops for Parish Staff. Maintains attendance lists and bilingual Policies and Procedures document.
10. Provides assistance to and answers questions from parish, school and diocesan staff.
11. Receives requests for sacramental, historical, and/or genealogical information. Maintains lists for research requests; creates sacramental certificates and maintains list.
12. Provides translations of office documents in both English and Spanish.
13. Creates flyers, signs, brochures, forms, charts, graphs and different types of documents as needed.
14. Reserves rooms and resources from media center for meetings and workshops.
15. Places online office supplies and printing orders.
16. Updates Office's Website.
17. Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

1. 2 years college
2. 3 years working in an office environment
3. Must have knowledge and experience with Microsoft Access database functions, including queries.
4. Must have effective skills with Microsoft Excel, Word, PowerPoint, Publisher, and Outlook
5. Working knowledge of ParishSOFT preferred.
6. Must have knowledge of the Catholic Church and its operations
7. Must have excellent communication (written and verbal), organizational and people skills.
8. Must be detailed oriented and have the ability to comprehend and explain complex processes in a clear manner.
9. English/Spanish bilingual and bi-literate skills required
10. Must have current California driver's license and reliable transportation for travel throughout Riverside and San Bernardino Counties as required.
11. Must have ability to work in a multi-cultural environment.

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping and lifting, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements 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.**