

Pastoral Administrative Assistant
St Oscar Romero Catholic Church
\$17 an Hour/32 Hours a Week

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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist as receptionist throughout the day
- Meets and greets all who enter the office and refers them to the appropriate staff member
- Assists priest with all secretarial requests and staff as needed in the office
- Answers phones and directs calls to the correct person.
- Records all Mass intentions in the daily Mass record calendar
- Processes the prayers of the faithful, money bags and announcements for our Sunday Masses on a weekly basis
- Issue duplicates sacramental certificate
- Obtains updates for pulpit announcements on a weekly basis
- Inventory, order and buy parish and office supplies as needed
- Train, troubleshoot and call for service on office machines.
- Processes meeting minutes for our staff meetings
- Assists Pastor with office volunteers as needed
- Assists Pastor in other tasks as needed
- Assists with any outside shopping if needed
- Creates letters for registered parishioners (Sacramental Sponsor and other required
- Will assist with youth ministry/young adults ministry and catechetical program as needed
- Complies with all applicable Diocesan Department and Office policies and procedures
- Other duties as assigned

QUALIFICATION GUIDELINES

- High school diploma
- Experience in composing letters, prepare, edit and translating reports and documents
- Understanding of Church ministry preferred
- Must have excellent office and inter-office secretarial, organizational and computer skills
- Must have ability to communicate clearly, concisely, and accurately both verbally and in writing. Must have good grammar and spelling
- Fluent in English; bilingual and biliterate in Spanish preferred
- Proficiency in MS Word, Publisher, Power Point, Excel and other database programs and designing flyers, brochures and website maintenance.
- Must have ability to pay attention to detail, follow-up, complete multiple tasks in a timely manner and in a fast paced, pro-active environment
- Effective ability to file paper and electronic records and documents according to diocesan archiving system and procedures
- Must have flexibility, adaptability, and ability to comprehend and explain policy and/or procedure,
- Must be quality service oriented, able to relate well with others, to embrace change and to work

in a multicultural and multilingual environment. Open and sensitive to ethnic diversity.

- Must have valid driver's license, auto insurance and reliable transportation
- Must have ability to interact professionally with all employees and people coming into the office
- Strong organizational, communication, and interpersonal skills
- Must be available to work a flexible schedule: Tuesday, Wednesday and Thursday evenings required.
- Ability to maintain confidentiality in all matters, creative problem-solving abilities.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., 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 forward your resume and cover letter to:

St. Oscar Romero Catholic Church

Attn: Rev. Tomás Guillén

14395 Chandler St. Eastvale CA 92880

tguillen@sbdioocese.org (951)893-1522

The Diocese of San Bernardino is an Equal Opportunity Employer