

**St. Theresa Parish, Palm Springs**  
**Coordinator of Confirmation & OCIA Program**  
**P/T 20 hours per week**  
**Hourly Range:\$18.00-\$20.00**

Primary role is to Assess the needs of parish adults in the areas of spiritual, intellectual, emotional and religious growth. Supervises volunteers and other personnel, conducts or coordinates Confirmation and OCIA Sacramental Preparation programs as well as adult formation, counseling and spiritual direction.

**General:**

- Be available to assist with Office walk-ins and phone calls providing a hospitable environment for parish members, volunteers and staff
- Provide information to those inquiring about Confirmation and OCIA Sacramental Preparation
- Provides ongoing educational support for the RCIA team members.
- Prepares and maintains Sacramental records, certificates and files via Parish Soft and corresponding registry books.
- Send and receive notification letters of Sacrament to church of Baptism
- Assist in the coordination and development of Ministry Retreats, Days of Reflection, Prayer services and Liturgical Celebrations.
- Develop Ministry correspondence as needed for effective parish communication
- Clerical and administrative support as needed
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

**Qualifications:**

- Familiar with Diocesan guidelines, policies, pertaining to Ministry formation
- Excellent communication skills-welcoming and friendly
- Bi-lingual and bi-literate (able to translate information, letters, brochures, announcements, etc.)
- Competent in basic Internet Skills
- Competent in Microsoft Word, Excel, and PowerPoint
- Working knowledge of ParishSOFT and proactive in learning and remaining current
- Working knowledge of Diocesan Formation Programs
- Works in collaboration with office staff and parish volunteers
- Willing to continue to training and formation to better serve the parish community.
- Detailed oriented, able to multitask, and an organized self-starter

**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 extreme.

**Interested Candidates, please send your cover letter and resume to:**  
**Eileen Salazar, HR Generalist | [esalazar@sbdiocese.org](mailto:esalazar@sbdiocese.org)**  
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