

Program Secretary
Ministry Formation Institute
Pastoral Center, San Bernardino
35 Hours a week (Monday-Friday)
\$18.00-22.00/ Per Hour

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 Ministry Formation Institute, founded in 1997 by Bishop Gerald R. Barnes, serves the goal of the Diocese, and the parishes within it, by providing the diocesan theological program for the formation of lay ecclesial ministers. The office collaborates with Vicars, Pastors and Pastoral Coordinators, and Diocesan Office Directors.

POSITION SUMMARY:

The position provides secretarial support to the MFI Department, especially to the Program Directors and their formation teams, and responds to general inquiries concerning MFI programs and activities.

RESPONSIBILITIES INCLUDED, BUT NO LIMITED TO:

1. Greet and screens visitors, answers phone, respond to inquiries concerning all MFI programs and activities.
2. Performs general program duties such as creating flyers, designing brochures, translating documents, reproducing and preparing program materials and student name tags for distribution, sign-in sheets and seating charts, and reserving equipment needed for classes and events as requested by Coordinators.
3. Works with basic and advanced Program Directors in all areas related to the administration of their programs.
4. Assists the Administrative Assistant in the daily processing of invoices, checks requests, deposits, and recordings of all payments from students and parishes. Also, as requested, sends invoices to students and parishes for department programs.
5. Backs up the Administrative Assistant in making reservations for PC rooms for the programs' classes, meetings, and events, updating department calendars of classes and events, and maintaining the MFI website.
6. Assists the Administrative Assistant and Program Coordinators in preparing data to be included in vicariate, parish, and other reports for distribution as requested.
7. Facilitates regular communication with Program Directors, online facilitators, instructors, and participants.
8. Receives applications and registrations for programs and events and create and maintain electronic and paper files and databases for formation students.
9. Prepares and handles details for the distribution of certificates for formation programs, supporting the Program Directors and Administrative Assistant in organizing all details for the Mass and hospitality needed for Graduation, as well as sending invitations and thank you cards to students, pastors, and others as needed.
10. Maintains standard office supplies, books, and reading materials for programs and distributes department mail after retrieving it from the mail room.

11. Ensures that the general Office space, storage cabinets and all general working surfaces of the MFI are maintained clean from clutter.
12. Maintains a database of all documents and files sent for long-term storage at Burgess location as well as all the books stored in the department.
13. Performs other office duties related to supporting all MFI Programs and as assigned by the director.

QUALIFICATION GUIDELINES:

1. Minimum: High School graduate or G.E.D; at least 3 years' experience in an office environment, using basic computer technology, website maintenance, and data management.
2. Preferred: Secretarial Certificate, College courses in computer technology, data management, bookkeeping and website maintenance
3. Must be bilingual/biliterate in English and Spanish. Must have the ability to communicate clearly, concisely, and accurately, must have good grammar and spelling.
4. Must be able to take minutes and notes from meetings, compose letters, prepare, edit, and translate reports and documents.
5. Must have good office and inter-office secretarial, organizational, and computer skills, including using MSWord, Publisher, PowerPoint, Excel, Access, and other database programs, designing flyers and brochures, and using regular office equipment.
6. Effective ability to file paper and electronic records and documents according to the diocesan archiving system and procedures.
7. Must be quality service-oriented, able to relate well with others, embrace change, and work in a multicultural and multilingual environment.
8. Must have flexibility, adaptability, and ability to comprehend and explain complex/semi-complex policy and/or procedure, ability to process and complete multiple tasks in a timely manner and in a fast-paced, proactive environment.
9. Must be able to work occasional overtime, evenings, weekends, and for local and overnight travel as necessary.
10. Must have valid driver's license, auto insurance, and reliable transportation

Physical Requirements:

Includes but not limited to prolonged use of computer and screen reading, considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 25 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 candidate please submit resume to:

Attn: Sandra Mares Diocesan Pastoral Center

1201 E. Highland Ave. San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer