

St. Oscar Romero, Eastvale
14395 Chandler St. Eastvale, Ca. 92880

Receptionist

Schedule: Part- time Position, Monday-Thursday

Position Summary: Welcomes and greets people by phone and in person. Provides general parish and ministry information to visitors. Your role is essential in ensuring a welcoming and efficient environment, reflecting the church's mission and values.

Responsibilities:

- Answer phones, take messages and/or refer callers to appropriate party
- Register new parishioners (Parish Soft)
- Sort and distribute mail and help with community services
- Prepare Baptismal Certificates and requested certificates
- Bulletin editor
- Translate English to Spanish
- Receive and record payments
- Schedule Mass intentions
- Assist with Faith Formation Paperwork/Registration
- Other duties as assigned

Qualifications:

- Must be bilingual/bi-literate in English and Spanish. Must have ability to communicate clearly, concisely and accurately both verbally and in writing. Must have good grammar and spelling.
- 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
- Must have ability to interact professionally with all employees and people coming into the office
- Ability to maintain confidentiality in all matters
- Understanding of Church ministry preferred.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, 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 candidates, please forward your resume to:

St. Oscar Romero Church
Attention: Fr. Tomas Guillen
Office Phone: (951) 893-1522
tguillen@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer

