

SECRETARY
St Francis De Sales Catholic Church
\$19.00 an hour / 40 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.

Position Summary:

This position is responsible for serving our parishioner's needs. Provides secretarial and clerical support for the parish office operations.

ESSENTIAL FUNCTIONS

- Prepares correspondence for pastor and ministry leaders
- Front office responsibilities (door, phone, deliveries, mail, email, etc.)
- Coordinates appointments for pastor, ministry leaders
- Manages Office Calendars
- Schedules use of parish facilities
- Takes care of sacraments and registration in all aspects
- Manages website
- Manages parish Facebook page
- Chair of Communication Committee (in charge of weekly bulletin)
- Manages telephone system and update phone greetings as needed
- Manage Safe Environment and Youth Protection at parish level
- Manage Volunteer's files
- Manages Diocesan Annual Reports

PERIPHERAL FUNCTIONS

- May attend meetings and trainings off site
- May coordinate community service activities
- Other duties as assigned

SKILLS & EXPERIENCE REQUIRED

Requires a minimum of three years office experience in all secretarial and customer service responsibilities. Must be multi-tasked and have the ability to interact in a professional and pastoral manner. Strong computer skills. Excellent organizational skills required. Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols. Bilingual (English and Spanish) and biliterate skills are required.

EDUCATION & CREDENTIALS REQUIRED

High school diploma and three years of secretarial work required. Microsoft Office experience required (Word, Excel, Outlook, Publisher). Completion of a parish based or diocesan level ministry formation program desirable.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 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 to:

Attn: Emmanuel Gonzalez

HR Generalist

Email: em.gonzalez@sbdiocese.org