

# FRONT DESK ASSISTANT

Our Lady of Perpetual Help, Indio

(40 hours week, 5 days a week)

Pay Range: \$16.00 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.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Being Present, responsive, and hospitable to all who enter the Parish Office.
- Answers telephone calls in a professional manner. Answers callers' basic questions, screens and redirects calls to appropriate office; takes messages and delivers in a timely manner.
- Notifies on duty Priest of parishioners who are hospitalized, sick and homebound in need of the Sacrament of Anointing, especially those that require urgent attention.
- Sorts and distributes postal mail and packages to appropriate recipients.
- Maintains inventory of parish equipment, faithful accounting for the checking in/out of these assets and of keys to all Church property and facilities.
- Prepare New Member Information Packets and register new parishioners.
- Receive and record payments and donation for all services (Sacraments, Registration, Retreats, Funerals, Weddings, Anniversaries, and Quinceñeras)
- Maintains Mass Intention records and properly collects parishioner donations.
- Prepares weekly Pulpit Announcements and General Intercessions.
- Prepares and locates requested sacrament records and prints for Pastor's signature.
- Prepare and schedule Baptismal applications, preparation classes and ceremony.
- Schedules use of Facility Calendar for Parish ministries and events.
- Assist in preparation of the Parish Bulletin, Website and Social Media pages.
- **Other duties as assigned to ensure the general operation of the Parish.**

## **QUALIFICATIONS GUIDELINES:**

- High school diploma and experience in this field.
- Experience in composing letters, preparing, 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 ability to interact professionally with all employees and people coming into the office.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality in all matters, creative problem-solving abilities.

## **PHYSICAL REQUIREMENTS:**

Standing, walking, sitting, lifting, and carrying up to 30 lbs., pushing, climbing, stooping, crouching, kneeling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand motions, repetitive hand/finger movements, sense of touch/feel, working in confined space or heights.

Interested candidates, please send resume and cover letter to:

Our Lady of Perpetual Help Church  
82470 Bliss Avenue Bldg. B Indio CA 92201  
Attn : Eileen Salazar [esalazar@sbdioocese.org](mailto:esalazar@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**