

**Administrative Secretary**  
Office of Catholic Cemeteries, Pastoral Center

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.

Catholic Cemeteries in the Diocese of San Bernardino's mission is to be advocates for families at the most difficult time of their lives. Further, we will strive to promote Catholic funeral and burial traditions for all who seek the Holiness of consecrated ground. We will carry out this mission in a manner that reflects the dignity of the human spirit as taught by our Lord Jesus Christ.

**POSITION SUMMARY**

Under supervision of the Director of the Office of Catholic Cemeteries, is responsible for managing and coordinating appointments, website, calendar, databases, and reports and maintains complex data to complete reports. Coordinates relationships with vendors, parish priest and maintains sales tracking and reporting. Essential to be able to speak, write and translate English to Spanish.

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

1. Process check requests and deposits; track finances by maintaining files and entering accounts payable and receivable.
2. Coordinate communication and independently handle phones, prepare correspondence and bulk copying
3. Follow up with families of deceased regularly and create new ways to reach the grieving.
4. Communicate regularly with the office director and business partners to keep them informed of Diocesan needs.
5. Establish and maintain record keeping and filing systems and confidential data.
6. Regularly update and communication with the Director.
7. Complete requested translations from English to Spanish.
8. Independently maintain data collection systems to ensure ability to track sales and contractual compliance of vendor/partners.
9. Schedule Parish Visitations for Cemetery Sales staff by direct contact with Pastors/Coordinators.
10. Maintain google website, calendars and upload information, schedule appointments and meetings; update master calendar for all meetings including Director's.
11. Transcribes meeting minutes and provides support at quarterly meetings and local professional associations.
12. Organizes meetings, conferences and/or special projects as they are created.
13. Other duties as assigned.

**QUALIFICATION REQUIRED:**

1. Must have excellent organizational skills.
2. Must have a minimum of 3 years' strong secretarial experience.
3. Must have excellent computer skills in all Microsoft programs.
4. Must have excellent written and verbal communication skills.
5. Must be bilingual/bi-literate in English/Spanish.
6. Must have strong multi-tasking skills.

**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 forward your resume with salary requirements to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org) or fax to: 909-475-5189

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