

Administrative Secretary
Office of Evangelization and Faith Formation

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:

1. Answer phone calls. Check and deliver messages, check e-mail messages and forward if required.
2. Translate documents from English to Spanish and vice versa; type office documents.
3. Design brochures, flyers, etc.; distributes and mail correspondence; keep files up to date.
4. Set-up and maintain up-to-date databases.
5. Reserve facilities for meetings and make arrangements as required; handle meetings registration (phone mail, e-mail); take minutes at staff office meetings.
6. Sets up hospitality for various office sponsored events.
7. Handle deposits and billing of registration fees and sales of materials.
8. Processes check request for Director and assists consultants with check request.
9. Complies with all applicable Organization, Department and Office policies and procedures.
10. Prepare project reports as required.
11. Update and maintenance of the Office Web-site.
12. Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school plus some college required.
- Must have a minimum 3 years' experience in a related position.
- Must be Bi-lingual/Bi-literate: English/Spanish.
- Must be detailed oriented, have strong organization and communication skills; effective written and verbal and ability to process and complete multiple tasks in a timely manner
- Able to develop strong working relationships and interact in a fast paced, pro-active environment.
- Must have effective ability to operate a PC including the following programs: Microsoft Word, Excel, Access, Power Point, etc.; effective telephone skills including answering phone, taking messages, directing calls, asking questions.
- Must have ability to work evenings/weekends as required and work in a multi-cultural environment.

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 to:
Attention: Diocese of San Bernardino
Sinia Bustamante
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.