

Catechetical Ministry Assistant

St. Mary Magdalene, Corona

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.

Founded in 1989, St. Mary Magdalene has a special focus on hospitality and community building.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Administrative assistance in the Catechetical Ministry Office
- Core Team meetings for planning and formation
- Personal preparation for Youth Gatherings
- Youth Ministry events on Sunday, with attendance at 12:30pm Mass
- Maintains database, records attendance and other records as needed for Youth Ministry
- Attends meeting with youth, parents, other ministers, vicariate and parish staff
- May receive and record payments
- Communicates with parents for regarding Youth Ministry
- Driving to various parish events and transporting ministry participants.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Requires driving for parish business, transportation of ministry participants, valid CDL, good driving record and insurance required.
- Personal formation – workshops, PMFP
- Prefer catechetical and/or youth ministry experience and certification
- Bilingual preferred/Spanish
- MSOffice required
- Strong office administration skills required
- Prefer experience with Life Teen and Edge

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 40+ 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 extremes.

Interested candidates, please forward your resume and salary requirements to:

Attention: Margaret Miller or Linda Velasquez

St. Mary Magdalene Catholic Church

P.O. Box 78261 Corona CA 92877

Phone (951) 277 1801 Fax (951) 277-2104

The Diocese of San Bernardino is an Equal Opportunity Employer.