

# Catechetical Ministry Assistant

## St. Mary's Fontana

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 1939, St. Mary is home to a multicultural congregation that serves its community and abroad.

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

- Administrative assistance in the Catechetical Ministry Office
- Maintains database, records attendance and other records as needed for all programs
- Maintains Parishsoft records up to date, responsible for keeping records in sacramental books up to date
- Assists in preparation of parent meetings, attends coordinator meetings
- May receive and record payments from all programs
- Communicates with parents regarding pending file matters
- Assist in the regular upkeep of the office, returning phone calls and pending matters
- Other duties as assigned.

### **QUALIFICATION REQUIRED:**

- ∂ Self-motivated, self-starter
- ∂ Personal formation – workshops, PMFP
- ∂ Prefer catechetical and/or youth ministry experience and certification
- ∂ Bilingual preferred/Spanish
- ∂ MSOffice required
- ∂ Strong office administration skills required
- ∂ Ability to work with and in the absence of director

### **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 resume and cover letter with salary requirements to:

Attention: Patty Ruiz or Fr. Albert Utzig, SSC  
St. Mary's Catholic Church  
16550 Jurupa Ave., Fontana CA 92337  
Phone (909) 822-5670 Fax (909) 357-4688  
**Or by E-Mail: [Pruiz@sbdiocese.org](mailto:Pruiz@sbdiocese.org)**

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