

Office Assistant

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 2006 with the combination of San Gorgonio in Beaumont and Precious Blood Parish in Banning, St. Kateri Tekakwitha looks to creating new traditions as a united parish community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provide clerical and secretarial support.
2. Greet and directs visitors.
3. Sorts and distributes mail
4. Assists with copy work
5. Assists secretary's with registering new parishioners
6. May type general correspondence and ministry certificates
7. May receive and record payments for various programs
8. Other duties as assigned

QUALIFICATION REQUIRED:

- High school or GED equivalent
- Bilingual English/Spanish required.
- Minimum 2 years related experience.
- Strong computer skills: Word, Excel, Power point, Publisher and Access.
- Must be able to multi-task.
- Excellent organizational skills required.
- Knowledge of Catholic teachings

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 20 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:

Ashley Lane
1234 Palm Ave
Beaumont, CA 92223
Fax (951) 845-3446
Email: alane@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.