

RECEPTIONIST
St. Frances X. Cabrini Church
Non – Exempt

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. Our mission at St. Frances X. Cabrini Church is to bring God's love to all people through Word and Action. St. Frances X. Cabrini Church is currently accepting resumes for a Receptionist.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Greets and directs visitors
- Answer phones and relay all messages
- Receive mail and distribute- daily
- File all paid invoices
- Assist with monthly hospitality.
- Receive and record "weekly receipts"
- Responsible for bulk mailings
- Greet visitors and direct them to appropriate staff or assist when possible.
- Coordinates appointments for Priest, ministry leaders
- Prepare weekly announcements
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- At least High school with two years college education required.
- Completion of a parish based or diocesan level ministry formation program desirable.
- Requires a minimum of two years office/business experience
- Must be able to multi-task and have the ability to interact in a professional and pastoral manner.
- Strong computer skills, especially in Microsoft word, Access, Excel, and Publisher.
- Ability to operate office machines including: telephone system, fax, scanner, copier machines, computer and printer.
- Knowledge of ParishSOFT desirable.
- Excellent organizational, communication, and analytical skills required.
- Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols.
- Bilingual/Bi-literate in English/Spanish required.
- Work schedule may require flexible hours.

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 up to 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 extreme.

Interested candidates, please forward your resume to:

Attn: Precious Chikulo
St. Frances X. Cabrini Church
12687 California Street
Yucaipa, CA 92399
Fax: (909) 790-5803
E-mail: pmukumbuta@sfxcc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.