

**Secretary (Temporary)**  
Mission Office, Rezek Center

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.

The Mission Office promotes and fosters missionary endeavors of the Catholic Church in parishes, schools, religious education groups, private organizations and individuals of the Diocese through prayer, awareness and sacrificial donations. The Mission Office is currently accepting resumes for a Temporary Secretary.

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

- Handle phone calls, prepare check requests and make daily deposits.
- Prepare and send correspondence to donors and parishes.
- Maintain files, contribution logs and donor's information file.
- Liaison with National Office as necessary.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- High school diploma or equivalent plus 6+ months of college, business or trade school studies in related field. Must have a minimum of 3 years' experience in a secretarial position.
- Must be bilingual English/Spanish.
- Must be knowledge and have experience with Microsoft programs (Word, Excel, Outlook and Internet).
- Must have basic accounting skills, excellent phone etiquette, communications and organizational skills.
- Must have good customer service skills.
- Must have ability to work in a multi-cultural environment.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, climbing stairs, lifting, and stooping, standing, sitting, lifting and carrying up to 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 extreme.

Interested candidates, please forward your resume to:

Attention: Maria Harkin  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

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