

ADMINISTRATIVE ASSISTANT
DEPARTMENT OF COMMUNICATIONS

The Diocese of San Bernardino is accepting resumes/applications for the position of Administrative Assistant in the Department of Communications at the Pastoral Center.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Complete and maintain all invoice payments through check requests; including follow up calls as necessary.
- Bill various offices, parishes, schools, and other entities for services performed and assist with end of the month billing.
- Monitor Diocesan directory and computer training budgets.
- Serve as telephone and e-mail point of contact to the Director of Communications and the Director of Information Services.
- Coordinate travel arrangements for the Director of Communications and the Director of Information Services.
- Manage updates of data for the Digital Directory of the Diocese of San Bernardino.
- Coordinate and distribute incoming mail.
- Schedule and coordinate computer training programs for diocesan offices, ministries and parishes.
- Set-up appointments/meetings for Communications Office and Information Services Office.
- Maintain file system and order office supplies.
- Prepare and generate End of Month reports for Information Services and Mailroom offices.
- Coordinate video conferencing system scheduling between point locations and end users.
- Answer department, and office general phone lines. Create, follow up and close work-orders as needed.
- Prepare agendas and minutes for department and office meetings.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Previous office experience.
- Excellent communication and interpersonal skills.
- Computer proficient in Word, Excel, Outlook, Publisher, Power Point and the internet.
- Knowledge of Catholic teaching and protocol.
- Sensitivity to various cultures within the Diocese.
- Ability to maintain confidentiality.
- Excellent multi-tasking skills.
- Bilingual: English/Spanish is preferred.

Qualified candidates send resume and cover letter to:

Diocese of San Bernardino

Attn: Maria Harkin, 1201 E. Highland Avenue, San Bernardino, CA 92404

Fax: 909-475-5189

Email: employment@sbdiocese.org