

Receptionist

St. Elizabeth of Hungary, Desert Hot Springs
Part Time: 20 hours per week. Pay Range: \$18.00-\$20.00

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.

POSITION SUMMARY:

The Receptionist welcomes all visitors and callers to the parish office and provides administrative and related office support to the pastor, parish staff, and parish committees. This role ensures the smooth daily operation of the parish office through professional hospitality, record keeping, sacramental administration support, and general office coordination.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Welcome and direct visitors to the parish office in a professional and hospitable manner.
- Answer telephone calls and direct calls or messages appropriately.
- Provide administrative and secretarial support to the pastor, parish staff, and designated parish committees.
- Operate office machines and monitor maintenance schedules.
- Order and purchase office supplies, including pantry items such as coffee.
- Maintain the hallway bulletin board.
- Maintain parish and diocesan records.
- Maintain sacramental registration packets for sacraments and volunteers.
- Maintain sacramental information in the parish database, record books, and card files.
- Send sacramental notifications or certificates as requested.
- Receive and record payments for sacraments, stole fees, Mass intentions, donations, faith formation, and other parish needs.
- Maintain the Mass intention book, record Mass intentions, and order Mass cards.
- Coordinate hospitality and support for office volunteers assisting with tasks such as bulletin or envelope preparation.
- Sort and distribute daily incoming mail.
- Prepare bulk mailings according to postal regulations and take outgoing mail to the post office as needed.
- Update parishioner information and status in ParishSoft as needed.
- Ensure adequate office supplies are available by conducting regular inventory and ordering supplies as needed.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent required; two years of receptionist or administrative experience preferred.
- Comfortable working in a Catholic parish environment; understanding of Catholic practices preferred.
- Bilingual English/Spanish preferred with strong verbal and written communication skills.
- Proficient in Microsoft Office and able to learn parish or diocesan systems.
- Strong organizational skills, attention to detail, and ability to multitask in a busy office environment.
- Professional demeanor with a spirit of hospitality and ability to work with a diverse community.
- Ability to maintain confidentiality and complete required Safe Environment/background screening.
- Reliable, punctual, and available for a part-time schedule including occasional evenings or weekends as needed.

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 25 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 send your cover letter and resume to:

Attn: Eileen Salazar

Email: esalazar@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.