

## **Administrative Assistant**

St. Christopher, Moreno Valley, CA

Full Time: 35 hours per week

\$17.00 per hour

We, the faithful of Saint Christopher Parish, animated by the **GOOD NEWS** of Christ and inspired by the Diocesan Vision, are called to grow as a **RECONCILING MULTICULTURAL CHURCH**

### **POSITION SUMMARY**

The primary purpose of the Administrative Assistant position, is carrying out day-to-day organizational tasks and facilitating efficient communication across the entire Office of Faith Formation. The Administrative Assistant will answer phones, manage office calendars, update databases and complete general clerical work and recordkeeping tasks. This position reports to the Faith Formation Director. Major position responsibilities and regular activities include the following:

- Provide general Parish/Ministry information to parishioners, walk-ins and phone calls.
- Greet and direct parishioners as needed.
- Answer phone, listen to and returned messages and distribute the messages as needed.
- Input and maintain data base in Parish Soft, including tuition and invoicing (update family information.)
- Assist with registrations for all students.
- Prepare the attendance folders for the catechist.
- Enter the student attendance in Parish Soft
- Prepare office correspondence ex. transfer requests, and other letters as needed ...
- Reconcile the ledger and deliver to the Bookkeeper with the monies on a weekly basis.
- Set up, assist, and take minutes of the staff meetings.
- Attend staff meeting, vicariate meetings and any meetings requested by the Pastor or DCM.
- Assist in special events, retreats, 1<sup>st</sup> Confessions, 1<sup>st</sup> Communions, Confirmation as asked by the Pastor or DCM.
- Other duties deemed by the Pastor or DCM.

### **SKILLS & EXPERIENCE REQUIRED**

- High School Graduate or GED, Completion of Ministry Formation, PMFP and CMFP
- Maintain Confidentiality
- Good basic clerical and computer skills
- Ability to interact professionally with all employees, volunteers, and parishioners
- Ability to work and understand a multicultural environment
- Bilingual and Biliterate is preferred.
- Ability to work evenings and weekends as required for needs of the parish and/or parish events.

### **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 extremes.

**Interested candidates, please forward your resume to**

**Eileen Salazar, HR Generalist**

**E-mail: [esalazar@sbdioocese.org](mailto:esalazar@sbdioocese.org)**

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