

## **ADMINISTRATIVE ASSISTANT**

### **Ministry of Continuing Formation of Priests – Office of Priest Personnel, Pastoral 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.

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

1. Coordinate and independently run major events and complex projects in collaboration with the coordinator as needed. Includes Priests' Days of Reflection, Convocations and Study Days as well as retreats and programs for priests. For Example: Organize, schedules, design materials and coordinate the annual Priests' Convocation and formation programs, process payments, conducts follow up billing & collection, make timely deposits and develops post-event analysis of logistics and participation statistics as well as revenue and expense analysis
2. Help prepare, revise, manage and maintain budgets for the Ministry of Continuing Education of Priests, Priests' Convocation and keeps track of actual expenses against budget throughout the year. Includes collecting and recording fees and others costs from priests. Monitor offices revenue and expenses; prepare check requests; and arrange collection of past due payments. Requires effective interaction with Pastors, Pastoral coordinators, Parish Administrators, Business Managers, and other staff responsible for payment of expenses. Maintain records of all purchases by participants during workshops and other events they attend.
3. Budget, coordinate, and host weekly homiletic webinars programs in both English and Spanish, for participants from the (Arch)Dioceses of The Episcopal provinces of California. Communicate with the sponsor (arch) dioceses, and process contracts with and payments to presenters.
4. Compose, prepare, and translate letters, memoranda, event agendas, reports, promotional materials, as well as workshop and convocation handouts. Including preparation and/or presentation of PowerPoint presentations and videos.
5. Prepare materials and handouts for mailings to all priests; and accurately maintain office databases for priests. Maintain database to update information on events, bills, and payments.
6. Schedule the English Pronunciation and Spanish language programs with instructors, arrange facilities, coordinate participation of the priests and manage the billing and collection processes.
7. Provides auxiliary support for programs related to the work of the Vicar for Priests and Director of Priest Personnel including, but not limited to: Newly Ordained Priests Support Group, Guest House, Annual Memorial Mass, and other priest assistance programs.
8. Collaborate with other offices and diocesan ministries that includes the participation of priests including programs, conferences, and events within the Diocese.
9. Collaborate with the staff within the Bishop's Complex as needed.
10. Other duties as assigned.

#### **QUALIFICATION GUIDELINES:**

1. Ability to manage a budget, prepare invoices, make collections, etc.
2. Ability to conduct webinars and upkeep program's website, interacting in English and Spanish.
3. Must be bi-lingual/bi-literate English/Spanish.
4. Able to translate and interpret office material and theological presentations
5. Must be able to maintain strict confidentiality of sensitive issues and is to manage office functions with little to no supervision.
6. Basic knowledge and familiarity with documents pertaining to the ongoing formation of priests
7. B.A. Degree or equivalent, plus a year of working experience in a related position showing progressive responsibility.
8. A practicing Catholic with knowledge of Church terminology.
9. Must have excellent interpersonal, pastoral listening and communication skills, both verbal and written.
10. Must have ability to work in a multi-cultural environment.
11. Must have excellent computer skills using Microsoft Software.
12. Must have excellent organizational, collaboration skills and strong ability to multi-task.
13. Must have a valid California driver's license. Able to provide own transportation for travel throughout Riverside and San Bernardino Counties as required.
14. Flexible work schedule may be required on program days (Days of Reflection, Convocation/Retreats, etc.).

#### **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:

Attention: David Acosta  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org)

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