

**Administrative Assistant
Department of Communications
Pastoral Center, San Bernardino
35 hours a week (Monday – Friday)
\$20.72 - \$23.83 / hour DOE**

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:

Provides secretarial support for the Department of Communications.

Examples of Essential Job Functions:

1. Complete and maintain all invoice payments through check requests.
2. Billing various offices, parishes, schools, and other entities for services performed.
3. Assisting with end of the month billing tasks.
4. Make follow-up calls for invoice, ordering, training, advertising, etc.
5. Serve as telephone point of contact to the Director of Communications.
6. Make travel arrangements for the Director of Communications and the Director of Information Technology Services.
7. Maintain subscription distribution list for the Inland Catholic BYTE and El Compas Catolico
8. Coordinates and distributes incoming mail.
9. Plan and coordinate all Communications Department events, retreats and meetings.
10. Field and route all media calls to the Diocese to Director of Communications.
11. Schedule and coordinate formation programs for diocesan offices, ministries and parishes.
12. Set-up appointments / meetings for Media Office and Information Technology Services Office.
13. Maintain file system; order office supplies.
14. Answer department, and office general phone lines. Create, follow up and close work-orders as needed.
15. Prepare correspondence for Department of Communications and Office of Information Technology Services.
16. Prepare agendas and minutes for department and office meetings, and other gathering convened by Department Director.
17. Provide Spanish translation of articles and documents as requested.
18. Manage special projects as needed; help coordinate activities with I.T.S. Office.
19. Other duties as assigned.

Qualification Guidelines:

1. Previous office experience.
2. Good communication and interpersonal skills.
3. Computer proficient: word, excel, outlook, publisher, power point and internet.
4. Knowledge of Catholic teaching and protocol.
5. Be sensitive to various cultures within the Diocese.
6. Maintain confidentiality.
7. Multi-tasking.
8. Bilingual: English/Spanish is required.

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 20 lbs., pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidate please submit resume to:

Attn: Ana Podboj
Diocesan Pastoral Center
1201 E. Highland Ave.
San Bernardino, CA 92404
Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.