

Administrative Assistant

Holy Family Church, Hesperia
Part Time: 30 hours per week. Pay Rate: \$16.50/hour

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 Administrative Assistant position is responsible for providing secretarial and clerical support to the Director of Religious Education. The Administrative Assistant plays a vital role in coordinating events and assisting with projects. Provides assistance to parishioners and others as needed.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide clerical and secretarial support, including but limited to counting, logging and maintaining tuition and retreat fees.
- Greet and directs visitors with answering inquiries by phone, email and or in person,
- Must have the ability to interact professionally with all employees and people coming into the office.
- Inputs data on the Diocesan Software programs (ParishSOFT).
- Coordinates and schedules a wide variety of activities, (e.g. but no limited to Faith Formation meetings, workshops, Baptisms, Communion, Confirmations, etc.) working with the Front Office staff.
- Prepares and responds to correspondence.
- Responsible for maintaining Safe Environment, EOC and parish policies and requirements for religious education office by creating, editing, reporting and filing necessary letters, applications and spreadsheets as requested and needed to keep compliant with Diocesan policies and meeting deadlines.
- Maintains and orders inventory for the religious education office supplies when needed.
- Works with keeping parish website up to date and accurate with religious education information.
- Attend parish and Diocesan workshops and events as required.
- On occasion work hours vary as needed for workshops and events.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent.
- Ability to compose correspondence and announcements.
- Analytical ability necessary to handle moderately complex tasks such as researching and organizing records and prioritizing time.
- Basic knowledge and understanding of Roman Catholic theology, doctrine and catechesis.
- Strong communication skills, verbal and written - as well as active listening skills with the ability to handle confidential information discreetly, respectfully and professionally.
- Accommodate a flexible work schedule including evenings and select weekends as required.
- Possess a working understanding of social media and be computer literate.
- Able to operate basic office equipment (i.e. computer, printer, scanner, etc.)
- Strong organizational skills, detail-oriented, and ability to follow-through and complete multiple tasks in a timely manner.
- A practicing Roman Catholic in good standing with the Church.
- Basic knowledge and understanding of Roman Catholic theology, doctrine and catechesis.
- Bi-lingual and Bi-literate in English/Spanish is desirable.
- Demonstrate a willingness to work collaboratively with the Catechetical Ministry Staff, Parents, and the Clergy.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting; lifting and carrying, pushing, pulling up to 40 lbs.; 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:

Holy Family, Hesperia
9974 I Avenue
Hesperia, CA 92345

Attn: JoAnn Cisneros
Email: jcisneros@hfchesperia.org

Attn: Noemi Grace
Email: ngrace@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.