

Administrative Secretary

Office of Hispanic Affairs, 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.

The Office of Hispanic Affairs serves the Hispanic community, priests, parishes and the Bishop. In conjunction with the Diocesan Hispanic Ministry Board, the Office of Hispanic Affairs promotes the goals and objectives of the Hispanic Pastoral Plan and the Diocesan Vision. This office serves as advisor and liaison to the Bishop in matters concerning the Hispanic community in the Diocese. The office collaborates in the coordination of pastoral activities with other Diocesan Offices and Civic Organizations.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Email, file, fax, take notes, answer phones and read.
- Data entry, maintenance and management.
- Maintain office web page and V Encuentro page.
- Collaborate with the V Encuentro Coordinator.
- Translate to and from English/Spanish.
- Participate in various religious and civic committees.
- Answer questions regarding the Catholic Church and Diocesan offices.
- Contact and communicate with parish/diocesan staff/parishioners.
- Administer incoming payments and outgoing bills.
- Organize, schedule, set-up room and purchase and prepare hospitality for office events.
- Work directly with the EMPLEO program, making financial quarterly reports.
- Provide administrative support to the Coordinator of V Encuentro.
- Administer incoming payments and assist with the budgets for the projects to Purepecha and Maya communities in the Coachella Valley and Riverside as well as new projects that arise under the director of the office.
- Supports and aids in the organization and set-up of events of the Hispanic Affairs Office and the Diocesan Pastoral Center cultural events.
- Participate in Diocesan Pastoral Center task force committees for ministries.
- Other duties as assigned.

QUALIFICATION REQUIRED:

- 1-2 years of office experience.
- Bilingual and biliterate (Spanish/English, able to effectively translate written and verbal).
- Computer skills in Microsoft Word, Access, PowerPoint, Publisher, and Excel.
- Ability to relate to people in various ministries and in civic settings.
- Must have excellent customer service skills, work ethics and ability to remain professional at all times.
- Must have strong organizational skills, effective written and verbal communication skills and ability to work with minimum supervision, and be self-motivated and team-oriented.
- Must have ability to work in a multi-cultural environment.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have basic accounting skills.
- High School Diploma or GED – Collage.
- Must have effective ability to file alpha/numerically; take minutes for meetings.
- Must have ability and wiliness to comply with all applicable organization, department and office policies and procedures and security and safety policies and procedures.

PHYSICAL REQUIREMENTS:

Includes but are not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 35 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 with salary requirements to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.