

Administrative Secretary I

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.

Rooted in the diocesan vision, the mission of the Office of Charismatic Renewal (OCR) is to serve the Bishop by bringing the message of salvation to impact families, neighborhoods and society through the different activities and services that are offered. In collaboration with the Department of Educational Services OCR promotes and encourages the formation of prayer groups to enable them to provide a better witness and service in their parishes.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answers phone calls, respond to emails, maintain databases and files.
- Prepare various materials as needed including making copies.
- Keeping files of expenses, budget, registration and payments for events.
- Prepare analyses on event budget, compile charts and financial information, and prepare and process check requests.
- Receive registration fees, make deposits, keep electronic and paper records of deposit slips and ensure deposits.
- Processing journal entries, issuing invoices, billing parishes, and making deposits.
- Assists Director, English and Spanish Programs Coordinators with the administration of the office to facilitate the smooth execution and operation of office programs and services.
- Schedule appointments for director, prepare and respond to correspondence and translate documents, etc.
- Prepare agendas and take minutes for Staff meetings and other meetings as requested.
- Make room reservations and equipment, make flyers, and assist with registrations.
- Translation of materials (English/Spanish); maintain office website and social media platforms.
- Maintains orderliness in the office (file organization, resource library, bulletin board, etc.).
- Create, gather and assemble program documents, flyers, reproducing and prepare event material.
- Works with office staff to prepare all details of event logistics, hospitality, by setting up booths, tables, preparing signs, equipment, flyers, cleaning and putting things away after the event.
- Purchase necessary office supplies.
- Collaborates with other diocesan offices.
- Complies with all applicable Diocesan, Department and Office policies and procedures.
- Other duties as assigned by the Director.

QUALIFICATION REQUIRED:

- High school Diploma and six to eight months of business or trade school, community college, or university.
- Must have a minimum 3 years' experience in a secretarial role with excellent customer service skills.
- Must be bilingual/bi-literate in English and Spanish. Must have ability to communicate clearly, concisely and accurately both verbally and in writing. Must have good grammar and spelling.
- Understanding of Church ministry preferred.
- Must have excellent office and inter-office secretarial, organizational and computer skills.
- Experience in taking meeting minutes, composing letters, prepare, edit and translating reports and documents.
- Proficiency in MS Word, Publisher, Power Point, Excel, ACCES and other data base programs, and designing flyers and brochures and website maintenance.
- Must have ability to pay attention to detail, follow-up, complete multiple tasks in a timely manner and in a fast paced, pro-active environment.
- Effective ability to file paper and electronic records and documents according to diocesan archiving system and procedures.
- Must have flexibility, adaptability and ability to comprehend and explain complex/semi complex policy and/or procedure, maintain data bases, electronic records and documents according to diocesan archiving system and procedures.
- Ability to process and complete multiple tasks in a timely manner and in a fast paced, pro-active environment.
- Must be quality service oriented, able to relate well with others, to embrace change and to work in a multicultural & multilingual environment. Open and sensitive to ethnic diversity; ability to work in a multi-cultural environment.
- Must be able to work occasional overtime, evenings, weekends and for local and overnight travel as necessary.
- Must have valid drivers' license, auto insurance and reliable transportation.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 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 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.