

ADMINISTRATIVE ASSISTANT
(Catechetical Ministry)
Saint Anthony Catholic Church, Upland
Part-time: 20 hrs. per week

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.

Founded in 1974, St. Anthony is committed to further the Gospel teaching in everyday life and help spread the teachings throughout the community

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Provides routine secretarial and administrative assistance within a church environment; Routine office procedures including scheduling appointments, processing correspondence and mail/emails, filing, sending notifications and other tasks as needed.
2. Maintain office files including Catechist files, attendance records, Catechist Safe Environment certificates and files.
3. Generate flyers, memos, signs, posters, banners as needed.
4. Maintain and monitor office equipment, call for service & repairs.
5. Prepare materials for Catechetical events including mailings and electronic mail communication, event reminders, certificates, etc., sacramental practices and celebrations, retreats, parent and catechist meetings.
6. Serve as a resource for the catechetical staff.
7. Occasional substitute for Religious Education class when a Catechist is not available.
8. Assist Director and Catechetical staff with events such as sacramental ceremony and practices, retreats, & other events as needed.
9. Maintain accurate Virtus Touching Safety attendance records and files.
10. Maintain Catechist records including verifying Catechist compliance and monitoring ensuring catechists are reading monthly Virtus newsletters.
11. Perform work related errands as required, maintain office and classroom appearance.
12. Attends staff meetings.
13. Assist with sacrament events sponsored through the Catechetical Ministry Office as requested by Director; includes all Sacraments of Initiation, retreat, ceremonies, practices.
14. Any other duties assigned by Director of Catechetical Ministry.

QUALIFICATION GUIDELINES

1. High School diploma required.
2. Must have excellent verbal and written communication skills.
3. Basic knowledge and understanding of the Roman Catholic theology, doctrine and catechesis.
4. Must be computer literate in programs such as Excel, Word, Parish Soft, Social Media, Outlook, scanner, etc.
5. Must have current understanding of technology, internet, digital media, virtual platforms such as Zoom.
6. Must be available to work evenings and weekends as required throughout the year.
7. Must have experience as a Catechist/Certified Catechist preferred & understanding of the diocesan safe environment policies.
8. Must be conscious of the need for confidentiality & willingness to work collaboratively working well with a variety of personalities. Must be friendly, trustworthy, reliable, competent and flexible.
9. Ability to be detailed oriented. Self-starter, good at multi-tasking and prioritizing projects.
10. Bilingual/biliteral preferred

Physical Requirements

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and stooping, standing, sitting, lifting and carrying, 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:
Attn: Lori Muniz, Director of Catechetical Ministry
Email: lori.m@stanthonypupland.org
The Diocese of San Bernardino is an Equal Opportunity Employer.