

CATECHETICAL MINISTRY ASSISTANT

St. Mary's Catholic Church, Fontana

Part-Time 20 hours a week

\$17.00 an hour

The mission of the Community of St. Mary's is to be guided by the Holy Spirit and our Blessed Mother, that we might be enabled to love our neighbor, show hospitality and compassion to all, grow in the wisdom and knowledge of our common faith and share the riches of the Gospel of our Lord Jesus Christ through ministry, teaching and liturgical worship.

POSITION SUMMARY:

Provide administrative support to director, position is part-time with possibility of future full-time, office hours will vary with some evenings and weekends

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Administrative assistance in the Catechetical Ministry Office
- Maintains database, records attendance and other records as needed for all programs
- Maintains Parishsoft records up to date, responsible for keeping records in sacramental books up to date
- Assists in preparation of parent meetings, attends coordinator meetings
- May receive and record payments from all programs
- Communicates with parents regarding pending file matters
- Assist in the regular upkeep of the office, returning phone calls and pending matters
- Prepare for Open Registration and assist with all paperwork on and before event
- Inventory of office supplies, and help prepare for fundraising events with product
- Maintain office clean and in order
- Prepare weekly bulletin page for Religious Education Office
- Prepare paperwork for starting of the year and end of year (students preparing for ceremony)
- Answer phone and return phone messages
- Attend meetings where director is not able to attend and take notes
- Other duties as assigned by director

QUALIFICATION GUIDELINES:

- Self-motivated, self-starter, task oriented
- Personal formation – workshops, PMFP
- Prefer catechetical and/or youth ministry experience and certification
- Bilingual preferred/Spanish
- Knowledge and experience with Microsoft Office required
- Strong office administration skills required
- Ability to work with and in the absence of director

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 40+ 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 TO:

Attention: Patty Ruiz or Fr. Albert Utzig, SSC

St. Mary's Catholic Church, 16550 Jurupa Ave., Fontana CA 92337

Phone (909) 822-5670 Fax (909) 357-4688

Or by E-Mail: Pr Ruiz@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.

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