

Office Secretary
(Catechetical Ministry)
St. Paul the Apostle Catholic Church – Chino Hills
Full-time: 40 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 1986, St Paul the Apostle is a Catholic Faith Community, Baptized into Jesus Christ, formed by Word and Sacrament, and Empowered by the guidance of the Holy Spirit, Seek to be a visible sign of God's love. We seek to build the Kingdom of God by: Using our unique gifts to minister to one another, Welcoming all and caring for those in need, Teaching our faith to others and Uniting in worship as a family with the Body of Christ.

POSITION SUMMARY: Be a resource and support to Catechetical Ministry Staff, Ministers, and Families – Engaging in the universal mission of the Catholic Church to proclaim the Kerygma of the Gospel.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Promote and Foster an inviting, welcoming and accompanying environment to all.
- Assist DCM with oversight of work flow efficiency throughout the office in support of the day-to-day operation and long range preparation as necessary.
- Assist with maintaining accurate enrollment information, rosters, sacramental records and registers, creation of original/duplicate certificates, and notification of sacraments as appropriate.
- Perform clerical work including data-entry, filing, mailing, relaying information, receiving and routing inquiries as appropriate, conducting financial transactions, and work-related errands.
- Maintain financial records - being responsible for the tuition and billing process including: notifications, mailings, generating of reports/statements, and inputting/tracking of payments and invoices.
- Maintain inventory and order supplies for Catechetical Office and Formation Sessions/Events.
- Maintain a Safe Environment at all times in accordance with Safe Environment Policies and Procedures.
- Attend and participate in Parish and Catechetical Staff Meetings – responsible for minutes.
- Pursue formation and attend diocesan workshops/events as appropriate to role and responsibilities.
- Perform other duties/tasks assigned by the Director of Catechetical Ministry.

QUALIFICATION GUIDELINES

- Possess High School diploma.
- Possess experience in office setting; including working knowledge of office equipment.
- Possess working knowledge of basic bookkeeping.
- Possess computer literacy skills with proficiency in programs such as Microsoft Office and experience with ParishSOFT is highly desirable.
- Possess basic knowledge of Roman Catholic theology, procedures and protocols.
- Pass a Live Scan background clearance.
- Possess active listening skills and ability to handle confidential information discreetly and professionally.
- Possess organizational skills with ability to complete multiple tasks in a timely manner.
- Perform with a high degree of accuracy and attention to detail.
- Accommodate a flexible work schedule including evenings and select weekends as necessary.
- Bilingual and Biliterate in English/Spanish desirable.
- Have excellent interpersonal and communication skills, verbal and written.
- Willingness to work collaboratively and professionally with a variety of personalities in a multicultural setting.

Physical Requirements

Includes but not limited to prolonged periods of sitting, use of arms and legs, whole body movement, walking, lifting 25-50 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 and cover letter with salary requirements to:

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attn: John Koss, Director of Catechetical Ministry
Email: jkoss@sptacc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.