

**Office Assistant**  
(Catechetical Ministry)  
**Saint Paul the Apostle Catholic Church – Chino Hills**  
**Part-time: 25 hrs. per week**  
**\$16.00 to \$18.00 an hour DOE**

Founded in 1986, We, the people of St. Paul the Apostle 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 the Catechetical Ministry Staff and Parish Families.  
Engage 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.
- Provide office and clerical support - filing, mailing, routing/relaying information, conducting financial transactions, record-keeping, data entry, certificates, etc.
- Provide assistance to Families and Catechetical Ministers
- Maintain office and classroom appearance/environment.
- Maintain order and cleanliness in supply rooms and catechist resource room.
- Maintain Catechetical HUB of Parish website.
- Assist Director and Coordinators with Sacrament Preparation Ceremonies, events, and experiences.
- Facilitate Faith Formation sessions as catechist as necessary.
- Attend and participate in Parish and Catechetical Staff Meetings.
- Maintain a Safe Environment at all times in accordance with Safe Environment Policies and Procedures.
- 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**

- High School diploma required.
- Possess strong communication skills, verbal and written - as well as active listening skills with the ability to handle confidential information discreetly, respectfully and professionally.
- Accommodate a flexible work schedule including evenings and select weekends as required.
- Possess a working understanding of technology and be computer literate
- Possess working knowledge of office equipment preferred
- Possess basic knowledge and understanding of Roman Catholic theology, doctrine and catechesis preferred.
- Possess organizational skills, detail-oriented, and ability to follow-through and complete multiple tasks in a timely manner.
- Bilingual and Biliterate in English/Spanish desirable.
- Demonstrate a willingness to work collaboratively with a variety of personalities and in a multicultural setting.

**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 and cover letter with salary requirements to:**

St Paul the Apostle Catholic Church  
14085 Peyton Dr. Chino Hills, CA 91709  
Attn: Manny Perez, Parish Manager  
Email: [mperez@sptacc.org](mailto:mperez@sptacc.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**