

Faith Formation Secretary

Holy Family Catholic Church

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 1963, Holy Family embraces its very diverse and multicultural community through its various ministries.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide clerical and secretarial support, including but limited to counting, logging and maintaining tuition and retreat fees.
- Greet and direct visitors. Must have the ability to interact professionally with all employees and people coming into the office.
- Coordinates and schedules a wide variety of activities, (e.g. but not limited to Faith Formation meetings, workshops, Baptisms, Communion, Confirmations, etc.) prepares and responds to correspondence.
- Maintain and update calendar of religion education events.
- Maintain databases, electronic folders and website.
- Maintain office space, supplies and coordinate the flow of internal and external information.
- Order and maintain standard office supplies and reading materials for programs.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school plus relevant training or experience.
- Bilingual English/Spanish may be required. Must have the ability to work in a multi-cultural environment.
- Strong computer skills: Word, Excel, PowerPoint, Publisher and Access.
- Knowledge of the Catholic Faith.
- Knowledge of administrative and clerical procedures.
- Must be able to multi-task.
- Excellent organizational skills required.
- Completion of a parish based or diocesan level ministry formation program desirable.

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 up to 30 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 and salary requirements to:

Diocese of San Bernardino

Attn. Sinia Bustamante

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdiocese.org

Fax: 909-475-5189

Bernardino is an Equal Opportunity Employer.