

Receptionist

Our Lady of the Valley, Hemet

Full Time:35 hours per week. Pay Range: \$18.00-\$20.00

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.

POSITION SUMMARY:

The Receptionist serves as the first point of contact for parishioners and visitors, providing welcoming, courteous, and professional assistance. This role supports parish operations through front office administration, sacramental recordkeeping, scheduling coordination, and general clerical duties, ensuring a well-organized and hospitable parish environment.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Greet and assist parishioners and visitors; provide information and direct inquiries appropriately.
- Answer and manage incoming phone calls, transfer calls, and take accurate messages.
- Maintain phone system announcements and speed dial directory.
- Receive and process baptism requests; coordinate scheduling and maintain records.
- Prepare baptism class lists, certificates, and sacramental documentation.
- Record sacramental celebrations in parish registers and process notifications.
- Prepare and process marriage documentation, including licenses, certificates, and notifications.
- Record deceased parishioner information and maintain funeral service records.
- Coordinate funeral service requests and scheduling with clergy or lay ministers.
- Receive and record Mass intention requests, including payments and scheduling.
- Maintain and prepare the Mass Intention Book for liturgies.
- Prepare the Weekend Mass Lector Book, including announcements and liturgical materials.
- Type and distribute the weekly Mass schedule.
- Prepare sacramental certificates and parish records upon request.
- Draft and process parish correspondence, including letters and acknowledgements.
- Print and mail end-of-year donation statements upon request.
- Maintain accurate filing systems for parish and sacramental records.
- Perform general clerical duties and other tasks as assigned.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent required; two years of receptionist or administrative experience preferred.
- Comfortable working in a Catholic parish environment; understanding of Catholic practices preferred.
- Bilingual English/Spanish preferred with strong verbal and written communication skills.
- Proficient in Microsoft Office and able to learn parish or diocesan systems.
- Strong organizational skills, attention to detail, and ability to multitask in a busy office environment.
- Professional demeanor with a spirit of hospitality and ability to work with a diverse community.
- Ability to maintain confidentiality and complete required Safe Environment/background screening.
- Reliable, punctual, and available for a part-time schedule including occasional evenings or weekends as needed.

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 25 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 send your cover letter and resume to:

Attn: Eileen Salazar

Email: esalazar@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.