

# Ministry Office Assistant

St. Theresa, Palm Springs

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 1948, St. Theresa is transformed by an ongoing prayerful relationship with the Gospel message, renewed by its education processes and fulfilled by a commitment to ministry.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Be available to assist with Office walk-ins and phone calls providing a hospitable environment for parish members, volunteers and staff
- Provide information to those inquiring about Parish Ministries and programs inclusive of Sacraments and Formation.
- Assist parish members with registrations, contributions and ministry donations
- Prepares and maintains Sacramental records, certificates and files via Parish Soft and corresponding registry books
- Send and receive notification letters of Sacrament to church of Baptism
- Assist in the coordination and development of Ministry Retreats, Days of Reflection, Prayer services and Liturgical Celebrations.
- Assist with weekly Ministry meetings, gathering and formation sessions
- Develop Ministry correspondence as needed for effective parish communication
- Other duties as assigned

## **QUALIFICATION GUIDELINES:**

- Requires a minimum of 2 years experience in an office environment
- Familiar with Diocesan guidelines, policies, pertaining to Ministry formation
- Excellent communication skills-welcoming and friendly
- Bi-lingual and bi-literate (able to translate information, letters, brochures, announcements, etc.)
- Competent in basic Internet Skills
- Competent in Microsoft Word, Excel, and PowerPoint
- Working knowledge of ParishSOFT and proactive in learning and remaining current
- Working knowledge of Diocesan Formation Programs
- Works in collaboration with office staff and parish volunteers
- Willing to continue to training and formation to better serve the parish community
- Detailed oriented, able to multitask, and an organized self-starter

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

Jacqueline Macias  
2800 E Ramon Rd  
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