

**Office Assistant – Religious Education Office**  
**Our Lady of Lourdes Church**  
**Part-time: 15 hrs. Week / \$16.50 per hour**

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:**

Provides administrative support for the parish Religious Education Office.

**WORK SCHEDULE:**

Position is part time: 15 hours per week.

<b>Mondays</b>	<b>8:00am – 1:00pm</b>
<b>Tuesdays</b>	<b>OFF</b>
<b>Wednesday</b>	<b>1:00pm – 6:00pm</b>
<b>Thursday</b>	<b>OFF</b>
<b>Friday</b>	<b>OFFICE CLOSED</b>
<b>Saturday</b>	<b>8:00am – 1:00pm</b>
<b>Sunday</b>	<b>OFFICE CLOSED</b>

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Assist in the administration of the Religious Education Office with tasks such as; filing, updating calendars, transcribing documents, preparing spreadsheets, presentations and reports as needed. answer phones, takes messages and/or refers callers to appropriate person.
- Responsible for retrieving the Religious Education office mail from the parish office mailbox and distributing any incoming mail or packages to appropriate individual in Religious Education.
- Generate memos, signs and posters for communication purposes.
- Maintain office supplies in accordance with inventory list, ensure office equipment is fully functional, and report any maintenance issues in a timely manner.
- Responsible receiving payments and ensuring receipts are provided, payment is tracked, and monies are deposited in safe.
- Responsible for submitting bulletin announcements for Office of Religious Education events as needed.
- Responsible for responding to emails sent to Religious Education Office email address.
- Reports any issues or complaints to the supervisor promptly, completes an incident report, and ensure the information is communicated to the director or supervisor in a timely manner.
- Strictly adhere to Diocesan Safe Environment Policy guidelines and reporting.
- Assist with Religious Education Office events, ceremonies and retreats as needed.
- Works with parents to ensure the support and involvement of the family in the parish Religious Education programs.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- High school diploma or GED equivalent
- Bilingual and Biliterate English/Spanish required
- Minimum 1 year related experience
- Strong computer skills including; Word, Excel, PowerPoint, Access, Adobe, calendar, mail, and the web.
- Written and verbal communication skills
- Organization and multi-tasking skills

- Ability to work in a multicultural environment.
- Must be able to multi-task.
- Excellent organizational skills required.
- Catechist experience preferred

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to \_25\_lbs., 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 cover letter to:**

**Our Lady of Lourdes Church  
10191 Central Ave. Montclair, CA 91763  
Attn: Janet Lopez  
Email: [janetlopez@sbdiocese.org](mailto:janetlopez@sbdiocese.org)  
Main Office: (909) 626-7278**