

## **Office Secretary (CMFP)**

### **Ministry Formation Institute, Pastoral Center**

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.

The Ministry Formation Institute, founded in 1997 by Bishop Gerald R. Barnes, serves the goal of the Diocese, and the parishes within it, by providing the diocesan theological program for the formation of lay ecclesial ministers. The office collaborates with Vicars, Pastors and Pastoral Coordinators, and Diocesan Office Directors.

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

- Greet and screen visitors, answer phones, respond to inquiries concerning all MFI programs and activities.
- Perform general program duties such as creating flyers, designing brochures, translating documents, reproducing and preparing program materials and student's name tags for distribution, sign in sheets and seating charts, and reserving equipment needed for classes and events as requested by Coordinators.
- Works with CMFP program directors in all areas related to the CMFP and LEM including Schoology as needed and requested.
- Assist the Administrative Assistant in the billing and daily processing of invoices, checks requests, deposits and billing and processing of payments form students and parishes for CMFP programs.
- Back-up for the Administrative Assistant in making reservations for PC rooms for program's classes, meetings and events, updating the MFI & CMFP calendar of classes & events and insures they are posted on the MFI website.
- Assist the Administrative Assistant and Program Coordinators in preparing data to be included in vicariate, parish and other reports for distribution as requested.
- Facilitate regular communication with Coordinators, site facilitators, instructors and participants.
- Receive applications and registrations for programs and events and create and maintain all CMFP and LEM students electronic and paper files and databases.
- Prepare and handle details for the distribution of Certificates for CMFP and LEM working with Program Directors and Administrative Assistant in organizing all details for the Mass and hospitality needed for Graduation.
- Maintains standard office supplies, books and reading materials for programs and receive and distribute mail once received from mail room.
- Ensures that the general Office space, storage cabinets and all general working surfaces of the MFI are maintained clean from clutter.
- Maintains a data base of all documents and files sent for storage at Burgess location as well as all the programs books stored at the PC
- Performs other office duties related to support all MFI Programs and as assigned by the director.

#### **QUALIFICATION REQUIRED:**

- Minimum: High School graduate or G.E.D; at least 3 years' experience in an office environment, using basic computer technology, website maintenance and data management.
- Preferred: Secretarial Certificate, College courses in computer technology, data management, bookkeeping and website maintenance
- Must be bilingual/bi literate in English and Spanish. Must have ability to communicate clearly, concisely and accurately. Must have good grammar and spelling.
- Must be able to take minutes and notes from meetings, compose letters, prepare, edit and translate reports and documents.
- Must have good office and inter-office secretarial, organizational and computer skills, using MSWord, Publisher, Power Point, Excel, ACCES and other data base programs, designing flyers and brochures and use of regular office equipment.
- Effective ability to file paper and electronic records and documents according to diocesan archiving system and procedures.
- Must be quality service oriented, able to relate well with others, to embrace change and to work in a multicultural & multilingual environment.
- Must have flexibility, adaptability and ability to comprehend and explain complex/semi complex policy and/or procedure, ability to process and complete multiple tasks in a timely manner and in a fast paced, pro-active environment.
- Must be able to work occasional overtime, evenings, weekends and for local and overnight travel as necessary.
- Must have valid drivers' license, auto insurance and reliable transportation
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in multi-cultural environment.

#### **PHYSICAL REQUIREMENTS:**

Includes but not limited to prolonged use of computer and screen reading, 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 extreme.

Interested candidates, please forward your resume with salary requirements to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to 909-475-5189

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