

Administrative Secretary

OFFICE OF CATECHETICAL MINISTRY, PASTORAL CENTER

We, the Office of Catechetical Ministry, lead and journey with people into discipleship with Jesus Christ, by encountering Him through the Sacraments and the teachings of the Catholic Church, impacting our communities with Faith, Hope and Charity.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Ensures hospitable, accurate and timely communication with multiple constituencies of OCM.
- Maintains multiple and complex data collection systems to ensure the ability to track program participant's attendance, completion of courses, certification, and payment of fees.
- Composes correspondence, agendas, minutes, events reports, proposals, and other documents as needed.
- Coordinates calendars, including scheduling appointments and making room reservations in/outside of DPC.
- Maintains office budgets by processing check requests, journal entries, issues invoices, bills parishes, makes deposits and purchases office supplies.
- Keeps track of renewal dates for OCM memberships and digital platforms.
- Responds to phone calls, emails, and e-fax in a timely manner. Relays messages to appropriate staff.
- Establishes and maintains record keeping and filing systems including confidential data.
- Prioritizes workload to comply with deadlines.
- Translates documents/resources (English/Spanish) as requested.
- Processes speakers' clearance forms, contracts, and timesheets for speakers/instructors to ensure timely payment for their services.
- Receives and processes registrations and fees for specialization courses, gatherings of catechetical leaders, Catechist Days, and other special office events.
- Creates flyers, designs brochures, and maintains OCM website and social media accounts.
- Complies with all applicable Diocesan, Department and office policies and procedures.
- Maintains strict confidentiality.
- Assists Director and Coordinators in all areas related to administration, project execution and other areas as assigned.
- Works in collaboration with other staff to prepare all details for event logistics, hospitality, registration, equipment, flyers, setting up, cleaning up and putting things away after the event.
- Assists in the compilation of information, data processing, filing, and mailing of Catechist Certification.
- Collaborates with other diocesan offices.
- Other duties as assigned by the Director.

QUALIFICATION GUIDELINES:

- Must be a practicing Catholic in good standing.
- High School Diploma with six to eight months of business/trade school, community college or university.
- Must have a minimum three years of experience in a secretarial role with excellent customer service.

- Must have an understanding of Catechesis and Church ministry.
- Must be bilingual/biliterate in English and Spanish; must be able to translate in both languages.
- Must have ability to communicate clearly, concisely, and accurately both verbally and in writing. Must have good grammar and spelling.
- Must have excellent office and inter-office secretarial, organizational and computer skills.
- Experience in taking meeting minutes, composing letters, preparing, editing, and translating reports and documents.
- Proficiency in MS Word, Publisher, Power Point, Excel, Outlook, and other data base programs; designs flyers, brochures and maintains website, along with social media accounts.
- Must have ability to pay attention to detail, follow-up, complete multiple tasks in a timely manner and in a fast paced, pro-active environment.
- Must have flexibility, adaptability, and ability to comprehend as well as explain complex/semi complex policy and/or procedure, maintain data bases, file papers, 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 and interact professionally with diverse personalities.
- Must be able to work evenings, weekends, and overnight travel, as necessary.
- Must have valid driver's license, auto insurance and reliable transportation.
- Must be a team player, self-motivated and fast learner.

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, 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 to:

Attention: David Acosta
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.