

Part-Time Administrative Assistant II-RE

Sacred Heart Church, Rancho Cucamonga

19 Hours a week

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 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

Position Summary:

Provides administrative and clerical support to the catechetical ministries of the parish.

Responsibilities include but not limited to:

- Receive all incoming calls, take messages and return calls.
- Prepare and maintain and run reports for Parish Safe Environment (Virtus)
- Track and monitor the Virtus Bulletins for employees and volunteers
- Maintain supply inventory
- Perform general clerical duties, copies, typing letters, faxing, mailing tuition statements
- Provide the necessary support for the various sacramental events, Reconciliation, 1st Eucharist, Easter Vigil, RCIA Rites, Holy Hour, retreats etc.
- Other duties as assigned.

Skills And Experience Required:

- Requires solid clerical and computer skills. Basic knowledge of Catholic theology, procedures and protocols. Good familiarity with religious education programs and their respective requirements. Must have excellent interpersonal and communication skills. Must have the ability to work as a team member with other staff personnel. Bilingual preferred.

Education And Credentials Required:

High School and two years technical training in the clerical field. MFI Certificate.

Physical Requirements:

Standing, walking, sitting, lifting, carrying <40 lbs., pushing, pulling, stooping, kneeling, hearing, speaking, seeing, reaching, repetitive hand/finger sense of touch/feel.

Interested candidates, please forward your resume to:

Sacred Heart Church
Attn: LaQuita Baker
12704 Foothill Blvd
Rancho Cucamonga, CA 91739
Email laQuita.g@sacredheartrc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.