

Part-Time Receptionist

Our Lady of the Desert Church, Apple Valley, CA

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.

Responsibilities Include, But Are Not Limited To:

- Answers phone calls, respond to emails, maintain databases and files.
- Prepare various materials as needed including making copies.
- Keeping files of expenses, budget, registration and payments for events.
- Prepare agendas and take minutes for Staff meetings and other meetings as requested.
- Make room reservations and equipment, make flyers, and assist with registrations.
- Translation of materials (English/Spanish); maintain office website and social media platforms.
- Maintains orderliness in the office (file organization, resource library, bulletin board, etc.).
- Create, gather and assemble program documents, flyers, reproducing and prepare event material.
- Works with office staff to prepare all details of event logistics, hospitality, by setting up, preparing signs, equipment, flyers, cleaning and putting things away after the event.
- Collaborates with other diocesan offices.
- Complies with all applicable Diocesan Departments and Office policies and procedures.
- Other duties as assigned.

Qualification Required:

- High school Diploma.
- Must have experience in a secretarial role of 2-3 years with excellent customer service skills.
- Must be bilingual/bi-literate in English and Spanish. Must have ability to communicate clearly, concisely and accurately both verbally and in writing. Must have good grammar and spelling.
- Understanding of Church ministry preferred.
- Must have excellent office and inter-office secretarial, organizational and computer skills.
- Proficiency in MS Word, Publisher, Power Point, Excel, ACCES and other data base programs.
- Design flyers and brochures and website maintenance.
- 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.
- Effective ability to file paper and electronic records and documents according to diocesan archiving system and procedures.
- Must have flexibility, adaptability and ability to comprehend and explain complex/semi complex policy and/or procedure, maintain data bases, 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.
- Open and sensitive to ethnic diversity; ability to work in a multi-cultural environment.
- 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.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 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 to:

Our Lady of the Desert Catholic Church
Attn: Fr. Del Haroldson, C.R., Pastor
18386 Corwin Rd.
Apple Valley, CA 92307

The Diocese of San Bernardino is an Equal Opportunity Employer.