

Part-Time Program Director Asian-Pacific 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.

Position Summary:

The position serves as an advisor and liaison to the Bishop in matters concerning all Asian-Pacific Islander communities in the diocese. In collaboration with different Diocesan ministries and departments, its primary focus is to advocate for the needs of Asian-Pacific groups in the areas of Spiritual Formation, Pastoral Care and Social Concerns. The Asian-Pacific Ministry is committed to promote each ethnic community's unique cultural gifts, at the same time, encourage and assist them in their integration into the local church. In the Diocese of San Bernardino, the following ethnic groups are recognized: Filipino, Indonesian, Korean, Vietnamese, Tongan, Samoan and Chamorro and Chinese.

Essential Job Function:

1. Act as liaison of the Bishop's office to the Asian and Pacific Islander communities.
2. Assist AP communities in the areas of leadership, Pastoral Care, formation and cultural and liturgical celebrations.
3. Be a resource for diocesan offices and Parishes on AP cultural matters and religious devotions.
4. Collaborate with other ethnic offices to promote and safeguard unity in Diversity.
5. Promote understanding and acceptance of AP cultures through organized cultural events.
6. Network with national organizations USCCB/CDC/SCAPA (Sub-committee on Asian Pacific Affairs) ministry of AP Diocesan Directors and national consultants.

Peripheral Functions:

1. Secretary: transacting, typing, answering phones, purchasing supplies etc.
2. Prepare hospitality for meetings
3. Giving workshops in Asian language as proficiency allows
4. Preparing and monitoring budget
5. Submit check requests
6. making phone calls as reminders
7. Attend Asian/Pacific Meetings and functions

Qualification Guidelines:

1. Bachelor's Degree
2. Secretary Experience
3. Ability to organize, and implement programs
4. Effective written and verbal communications
5. Understanding of Parish work and life
6. Understanding of Asian and Pacific Cultures
7. Bilingual/Bicultural and proficient in at least one Asian language, and able to translate to/from that language.
8. Previous experience working with ethnic groups
9. Sensitivity towards a multi-cultural environment

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 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 extremes.

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

Attention: Paula Garcia
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404 Email: employment@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.