

Part-Time Secretary (25 hours per week)

St. Oscar Romero, Eastvale

Pay Range \$16-\$19 an hr. DOE

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 2015, St. Oscar Romero is devoted to making our community a place where God enters people's lives through prayer, silence, reconciliation, Eucharist and service, and where we strive to make Jesus Christ more known and loved.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist as receptionist throughout the day
- Meets and greets all who enter the office and refers them to the appropriate staff member
- Assists clergy with all secretarial requests and staff as needed in the office
- Answers phones and directs calls to the correct person.
- Receives, records and posts "weekly receipts" and stores in the safe.
- Records all Mass intentions in the daily Mass record calendar
- Assist with parish social media
- Issue duplicate sacramental certificate
- Create flyers or signs as needed in the office
- Processes meeting minutes for our staff meetings
- Schedules with the school district for Masses and catechetical needs at school site
- Assists with inputting and updating data in Parishsoft, OSV and Flocknote
- Assists Pastor with office volunteers as needed
- Assists clergy in other tasks as needed
- Processes bulletin on a weekly basis
- Receives anointing calls and forwards calls to available priest
- Complies with all applicable Diocesan Department and Office policies and procedures
- Other duties as assigned

QUALIFICATION GUIDELINES

- High school diploma and experience in this field
- Experience in composing letters, prepare, edit and translating reports and documents
- Must have excellent office and inter-office secretarial, organizational and computer skills
- Must have ability to communicate clearly, concisely and accurately both verbally and in writing.
- Fluent in English; bilingual and biliterate in Spanish preferred
- Proficiency in MS Word, Publisher, Power Point, Excel and other data base programs.
- 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 policy and/or procedure,
- Must have valid driver's license, auto insurance and reliable transportation
- Must have ability to interact professionally with all employees and people coming into the office
- Strong organizational, communication, and interpersonal skills
- Must be available to work a flexible schedule; some evening and week-end hours required.
- Ability to maintain confidentiality in all matters

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., 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 extremes.

Interested candidates, please forward your resume to:

St. Oscar Romero Catholic Church

Attn: Fr. Tomás Guillén

14395 Chandler St, Eastvale CA 92880

Please email to: tguillen@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.