

Receptionist
St. Francis of Assisi, La Quinta, Ca.
35 hrs. / Week – (\$17-\$20/ Hour)

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.

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

POSITION SUMMARY

Welcomes and greets people by phone and in person and provides general parish/ministry information to visitors. Provides secretarial and clerical support for the parish office operations.

ESSENTIAL FUNCTIONS

- Greets and directs parishioners
- Answers phones, takes messages and/or refers callers to appropriate parties
- Receipt monies and credit card sales
- Sorts and distributes mail / maintains mail/copy room
- Assists with copy work
- Coordinates appointments for priest
- Handouts keys for ministry meetings
- Registers new parishioners and maintains data base; directs inquires to appropriate parish staff/ministry.
- Oversees distribution of contribution envelopes
- Manage Mass intentions
- Assist in office/church events
- Assist priest/other staff members with special projects
- Assist with Maintaining Facilities Scheduler
- Attend staff meeting and participate in Diocesan meetings as required
- Other duties as assigned

QUALIFICATION GUIDELINES:

- High school diploma or equivalent
- Requires a minimum of two years office experience and customer service responsibilities
- Completion of a parish based or Diocesan level ministry formation program desirable.
- Strong computer 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.
- 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 ability to interact professionally with all employees and people coming into the office
- Ability to maintain confidentiality in all matters
- Must meet all Diocesan Safe Environment requirements, maintain compliance with Diocesan Safe Environment Training, must pass a background check and maintain updated background clearance.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Understanding of Church ministry preferred.
- Must have good basic clerical and computer skills.
- Requires a high level of pastoral and interpersonal skills.
- Requires patience with people of diverse levels of education and culture.
- Must be knowledgeable of Catholic teaching, parish ministries, procedures and protocols.
- Must be able to multitask

- Must have ability to interact professionally and in pastoral manner with all employees and people coming into the parish.
- Must have ability to work in a multi-cultural environment.
- Must complete specific duties as assigned.
- Must respect the work assignments of others and their work.
- Must be able to maintain confidentiality
- Must pass background check and Live Scan prior to employment

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 send your cover letter and resume to:

Eileen Salazar, Human Resources Generalist
Diocesan Pastoral Center
1201 E. Highland Ave. San Bernardino, CA 92404
Email: esalazar@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity