

St. Anthony Church
Position: Receptionist
Full Time: MON-FRI 9:00AM – 5:30
Compensation \$16.50 – \$19.00 / Hour

Position Summary

The Receptionist at St. Anthony Parish serves as the first point of contact for parishioners, visitors, and callers, providing a welcoming, professional, and efficient service. This role involves administrative support, phone and visitor management, and ensuring the smooth operation of the parish office. The position requires strong organizational skills, excellent communication abilities, and a commitment to the parish's mission and activities.

Essential Job Functions

- Greet parishioners, visitors, and staff with a warm, welcoming attitude.
 - Answer and direct incoming phone calls, provide accurate information, and take messages as needed.
 - Direct sacramental inquiries to the appropriate personnel.
 - Assist with general clerical duties, including filing, sorting mail, and preparing documents.
 - Maintain and update parish records, registrations, and timely communication with parishioners.
 - Collect and distribute mail daily.
 - Prepare money bags for weekly Masses and special collections approved by the Diocese of San Bernardino.
 - Register new parishioners in the ParishSOFT database and send out welcome letters and donation envelopes.
 - Collect payments and donations, including handling cash, checks, and credit card transactions, ensuring compliance with diocesan money-handling procedures.
 - Maintain a detailed and accurate account of all collected funds.
 - Coordinate and schedule appointments, meetings, and events for clergy and parish staff.
 - Maintain and update the parish calendar, ensuring all events, meetings, and liturgies are properly organized.
 - Assist with parish communications, including bulletins, emails, and notices.
 - Prepare materials and documents for staff, diocesan, and ministry meetings.
 - Schedule and assist with Mass intentions, confessions, baptisms, weddings, and funerals.
 - Provide priests with relevant information for sick calls or urgent needs.
 - Handle confidential information with discretion.
 - Respond to parishioner inquiries and provide relevant forms and assistance.
 - Ensure the office area remains clean and organized.
 - Operate basic office equipment such as photocopiers, printers, and computers.
 - Responsible for opening and closing the parish office each day.
 - Maintain professional and courteous interactions with employees, priests, parishioners, and visitors.
 - Assist the Office Manager and Pastor with other tasks as needed.
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Qualification Guidelines

- High school diploma required; some college coursework preferred.
- Bilingual and biliterate (English/Spanish) highly preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).
- Minimum of three years of experience in a reception or customer service role preferred.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively.
- Excellent verbal and written communication skills.
- Ability to handle multiple tasks and prioritize effectively.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Professional demeanor and ability to interact respectfully with parishioners, staff, and visitors.

Physical Requirements

Includes but is not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling up to 25 lbs., 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 cover letter to:

St. Anthony Church
2110 N San Antonio Ave Upland, CA 91784
Attention: Lindsey Cabrera
Email: lindsey.c@stanthonypupland.org

The Diocese of San Bernardino is an Equal Opportunity Employer