

## **Receptionist**

Holy Innocents Catholic Church / \$21.00 per hour / Part Time; 30 hours per week

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 1992, Holy Innocents is a community united through praise, worship, and the celebration of talents and diversity.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- First point of contact for the Parish Office.
  - Receive and screen all incoming calls to the parish, take messages and return calls.
  - Responding to emails and correspondence.
  - Maintain Parish-Soft database
    - Parishioner Registrations
  - Sort and distribute mail and help with community services
  - Prepare Baptismal Certificates and requested certificates
  - Bulletin editor
  - Translate English to Spanish
  - Receive and record payments
  - Schedule Mass intentions
  - Assist with Faith Formation Paperwork/Registration
  - Other duties as assigned
- Required Attributes**
- Demonstrates flexibility in adjusting to the needs of the Parish.
  - Exhibits a spirit of hospitality toward all participants and community members.
  - Upholds a high standard of professionalism in all responsibilities.
  - Promotes teamwork by collaborating effectively with catechists, staff, and parish ministries.
  - Provides excellent customer service to participants, families, and parishioners.
  - Open to additional training to enhance knowledge and effectiveness in the Parish.

### **QUALIFICATION GUIDELINES:**

- High school and two years technical training required.
- 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
- Understanding of Church ministry preferred.

To perform effectively in this position the incumbent is required to have the following skills:

- 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

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 40lbs., 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 cover letter and resume to:**

**Office of Human Resources**

**Attn: Noemi Grace, Human Resources Generalist**

**Email: [ngrace@sbdioocese.org](mailto:ngrace@sbdioocese.org)**

**Diocese of San Bernardino is an Equal Opportunity Employer**