

Receptionist/Parish Secretary

Sacred Heart Parish, Riverside

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 1956, Sacred Heart is a community reaching out and sharing Christ's gifts of love and justice with those who are searching for understanding, compassion, healing and the joy of inner peace.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Welcomes and greets people by phone and in person and provides general parish/ministry information to visitors, extending gracious hospitality.
- Answer all the telephone calls, takes messages and/or refers callers to the appropriate party.
- Data entry, Email, File, Fax, Scan, Type, Copy and Take Notes (i.e., memos, parish letters, correspondence, flyers, etc.), as assigned and/or as necessary.
- Coordinates appointments with the priests.
- Complete requested translations from English to Spanish and vice versa
- Receive and record payments for all programs, ministries, and donations for the church: Mass intentions, Sacrament services, funeral services, wedding celebrations and anniversaries, Baptisms, Quinceañeras.
- Maintain Baptism, Quinceañera, and Funerals documentation requirements and communication of class schedules.
- Controls classrooms, restrooms and janitorial key check in & out.
- Pick-up and distribute mail.
- Register new parishioners and maintain ParishSoft database.
- Post envelope donations to ParishSoft program and update envelope company database
- Prepares weekly Bulletin and sends it to the bulletin company
- Prepares a weekly list of announcements and mass intentions for Sunday mass.
- Prepares weekly Prayers of the Faithful.
- Record all the Sacraments in the Sacramental Book and in ParishSoft program.
- Maintain sacramental archives.
- Create Sacrament certificates and releases them after signed by the pastor.
- Coordinates community service.
- Organize, schedule, set-up room and purchase and prepare hospitality for office events.
- Orders supplies and maintains a good inventory for Parish office, Religious Education Office and Liturgical supplies for every season. For example, wine, hosts, flowers, copy paper, envelopes, books, etc
- Other duties as assigned

QUALIFICATION GUIDELINES:

- High school education with training in the clerical field. Completion of CMFP preferred.
- Must have a minimum of 2 years' strong secretarial experience and customer service.
- Must be Bilingual & Bi-literate: English/Spanish
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.
- Must have effective organization skills, effective written and verbal communications skills and ability work with minimum supervision, and be self-motivated and positive team-oriented.
- Must be able to multi-task and have the ability to interact in a professional and pastoral manner.
- Must have excellent computer skills in all Microsoft programs: Word, Excel, Power point, Publisher and Access and ParishSoft programs.
- Must be able to work occasional overtime, evenings, weekends as necessary.
- Must have valid drivers' license, auto insurance and reliable transportation.
- Ability to work with and in the absence of Pastor
- Ability to handle and maintain confidential matters.
- Knowledge of Catholic teachings and Parish ministry procedures and protocols.
- Have a pleasant disposition and maintains a presentable, business-like appearance.
- Open to attend workshops, seminars, and training sessions as needed.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, driving, lifting and carrying 25+ 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:

Diocese of San Bernardino

Attn. Sinia Bustamante

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdioocese.org

Fax: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.