

**Religious Education Secretary
Holy Family Church, Hesperia
Part-Time, 20 hours per week, \$15.50/Hr.**

We the people of Holy Family Catholic Community, called to be united to live and teach the good news of Jesus Christ, commit our stewardship of God's abundant gifts in service to our brothers and sisters so as to fill their lives with faith, hope and love.

Holy Family Church, Hesperia is currently accepting resumes for the position of Religious Education Secretary.

Position Summary:

This position provides secretarial and administrative support to the Pastor and Religious Education department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Provide clerical and secretarial support, including but limited to counting, logging and maintaining tuition and retreat fees.
- Greet and direct visitors. Must have the ability to interact professionally with all employees and people coming into the office.
- Coordinates and schedules a wide variety of activities, (e.g., but not limited to Faith Formation meetings, workshops, Baptisms, Communion, Confirmations, etc.) prepares and responds to correspondence.
- Maintain and update calendar of religion education events.
- Maintain databases, electronic folders and website.
- Maintain office space, supplies and coordinate the flow of internal and external information.
- Order and maintain standard office supplies and reading materials for programs.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school plus relevant training or experience.
- Bilingual English/Spanish may be required. Must have the ability to work in a multi-cultural environment.
- Strong computer skills: Word, Excel, PowerPoint, Publisher and Access.
- Knowledge of the Catholic Faith.
- Knowledge of administrative and clerical procedures.
- Must be able to multi-task.
- Excellent organizational skills required.
- Completion of a parish based or diocesan level ministry formation program desirable.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, 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:

Attention: Rev. Reginald Ibe
Holy Family Church
9974 I Avenue
Hesperia, CA 92345

Email: ribe@sbdiocese.org