

Administrative Assistant to the CCM
Sacred Heart Catholic Church/Rancho Cucamonga
\$16.00 to \$17.00/hour DOE – 35 hours

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.

POSITION SUMMARY:

Provides administrative and clerical support to the catechetical ministries of the parish. Full Time 35 hours

ESSENTIAL FUNCTIONS:

- Receive all incoming calls, take messages and return calls.
- Prepare and maintain all catechetical records and files
- Maintain religious education date base, track attendance (Parish Soft) and communicate with parents
- Maintain supply inventory
- Perform general clerical duties, copies, typing letters, faxing, mailing tuition statements
- Provide the necessary support for the various sacramental events, Reconciliation, 1st Eucharist, Easter Vigil, RCIA Rites, retreats, Holy Hour, etc.
- Prepare and maintain Infant Baptism list for formation and proof of completion
- Provide accurate sacramental information for the registry.

PERIPHERAL FUNCTIONS:

- May open and close classrooms as needed
- Maintain records of volunteers and students
- Receive and record payments
- May provide hospitality and general assistance to student families

SKILLS AND EXPERIENCE REQUIRED:

Requires solid clerical and computer skills. Basic knowledge of Catholic theology, procedures and protocols. Good familiarity with religious education programs and their respective requirements. Must have excellent interpersonal and communication skills. Must have the ability to work as a team member with other staff personnel.

POSITION SCOPE:

Broad impact on the ability of the parish to invite and welcome new community members and to fulfill the formation needs of parish families in a pastoral manner. Bilingual preferred.

EDUCATION AND CREDENTIALS REQUIRED:

High School and two years technical training in the clerical field. MFI Certificate.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting, carrying <40 lbs., pushing, pulling, stooping, kneeling, hearing, speaking, seeing, reaching, repetitive hand/finger sense of touch/feel.

**Send Resume to: Nellie Davison, CCM, Nellie.d@sacredheartrc.org
Sacred Heart Church
12704 Foothill Blvd, Rancho Cucamonga, CA 91739
909-803-1450**

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