

SECRETARY I

Christ The Redeemer Church, Grand Terrace
Part-Time 18 hour a 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 1980, Christ The Redeemer Church is a community rich in Benedictine Tradition.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepares correspondence for Pastor and Ministry leaders.
- Registers new parishioners and maintains data base.
- Greets, directs visitors and coordinates appointments for Pastor and Ministry leaders.
- Orders supplies for Office and utilizes cash handling procedures.
- Processes and distributes weekly mailings.
- Schedules use of Parish facilities and prepares Church for weekend Masses.
- Receives death notification information for funerals.
- Maintains Sacramental Archives, Office files and Records.
- Prepares Weekly bulletins.
- Attends Staff Meetings.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Requires a High School Education or minimum of Three (3) years Office experience in all Secretarial and customer service responsibilities.
- Must be multi-tasked and have strong computer skills.
- Bilingual (English and Spanish) is a plus.
- Strong collaborative/communications skills are essential.
- Completion of the Ministry Formation Institute formation (i.e. PMFP, CMFP with Liturgy specialization) is a plus.
- Must be available to work at least 5 days a week, also flexible to work Saturdays and Sundays.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting 10+ lbs on occasions, hearing, speaking, seeing, gripping of an item, reaching, repetitive hand/finger movements, sense of touch/feel.

Please send your Resume to:

Rev. Anthony C. Waturuocha, Administrator
Christ The Redeemer Roman Catholic Church
12745 Oriole Ave.
Grand Terrace, CA 92313
Email: awaturuocha@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.