



**Bi-lingual Secretary for Catechetical Ministries**  
**25 hours a Week**

**General Description:** Supports the *Coordinator of First Holy Communion and Children's Catechesis*; and the *Coordinator of Adult and Teen Catechesis* by assisting in the administration and organization of the programs set forth. Typical duties will include:

1. Handles all administrative needs for catechetical programs for children and adults, including registration, billing, data entry, bi-lingual communications, Virtus safe environment training, and any other administrative needs associated with these programs.
2. Answers phone calls and responds to messages and emails in a timely fashion.
3. Communicates the catechetical requirements to families and adults.
4. Maintains website information and bulletin articles.
5. Assists at events such as catechesis classes, retreats, Masses, youth nights, when needed.
6. Communicates professionally with parents and other adults.
7. Assists with program registrations throughout the year.
8. Executes the planning of special events, and sacramental celebrations.
9. Assists with Spanish translation, both written and verbal.
10. Undertakes other duties as directed.

**Position Requirements:**

- Bilingual with superior verbal and written proficiency in Spanish and English.
- Mastery of Microsoft Office computer programs, including Outlook, Word, and Excel
- Graduate of the Diocesan PMFP program preferred.
- Ability to relate with children and adults.
- Ability to work in a collaborative and supportive way with staff, parents, and volunteers.
- Organizational, management and administrative skills
- Knowledge of social media and its functions.
- Knowledge of ParishSoft data system, or the equivalent.
- Reliable vehicle for off-site meetings and errands.
- Must be able to work flexible schedule as required.
- Must have ability to work in a multi-cultural environment.

**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 up to 20 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.

*Please submit cover letter and résumé to Monica Aguilar, Director of Parish Life:*

The Holy Name of Jesus Church  
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