

SECRETARY

San Secondo d'Asti Catholic Church, Ontario

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 1926, San Secondo d'Asti is a community devoted to God and neighbor in giving our time, talent, and treasure to help everyone grow in grace through the Sacraments.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist as receptionist throughout the day
- Meets and greets all who enter the office and refers them to the appropriate staff member
- Assists priest with all secretarial requests and staff as needed in the office
- Answers phones and directs calls to the correct person.
- Receives and distributes daily mail.
- Receives, records and posts "weekly receipts" and stores in the safe.
- Records all Mass intentions in the daily Mass record calendar
- Processes the prayers of the faithful, money bags and announcements for our Sunday Masses on a weekly basis
- Maintain parish website and social media
- Issue duplicate sacramental certificate
- Create flyers or signs as needed in the office
- Obtains updates for pulpit announcements on a weekly basis
- Inventory, order and buy parish and office supplies
- Train, troubleshoot and call for service on office machines.
- Processes meeting minutes for our staff meetings
- Assists Pastor with office volunteers as needed
- Assists Pastor in other tasks as needed
- Processes bulletin on a weekly basis
- Receives anointing calls and forwards calls to available priest
- Assists with any outside shopping if needed
- Creates letters for registered parishioners (Sacramental Sponsor and other required documentation)
- Sends/Creates e-mails for priest and sending mail as requested
- Contacts/Schedules future appointments for priest and deacons
- Contacts parishes to schedule priests for Penance and Anointing Services
- Complies with all applicable Diocesan Department and Office policies and procedures
- Other duties as assigned

QUALIFICATION GUIDELINES

- High school diploma and experience in this field
- Experience in composing letters, prepare, edit and translating reports and documents
- Understanding of Church ministry preferred
- Must have excellent office and inter-office secretarial, organizational and computer skills
- Must have ability to communicate clearly, concisely and accurately both verbally and in writing. Must have good grammar and spelling
- Fluent in English; bilingual and biliterate in Spanish preferred
- Proficiency in MS Word, Publisher, Power Point, Excel and other data base programs and designing flyers, brochures and website maintenance.
- Must have ability to pay attention to detail, follow-up, complete multiple tasks in a timely manner and in a fast paced, pro-active environment
- Effective ability to file paper and electronic records and documents according to diocesan archiving system and procedures
- Must have flexibility, adaptability and ability to comprehend and explain policy and/or procedure,
- Must be quality service oriented, able to relate well with others, to embrace change and to work in a multicultural and multilingual environment. Open and sensitive to ethnic diversity.
- Must have valid driver's license, auto insurance and reliable transportation
- Must have ability to interact professionally with all employees and people coming into the office
- Strong organizational, communication, and interpersonal skills
- Must be available to work a flexible schedule; some evening and week-end hours required.
- Ability to maintain confidentiality in all matters; creative problem-solving abilities

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., 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 and cover letter with salary requirements to:

San Secondo d'Asti Catholic Church
250 N. Turner Ave. Ontario, CA 91761
Attn: Reverend Stanley Onwuegbule

The Diocese of San Bernardino is an Equal Opportunity Employer.