

SECRETARY (CMFP Program)

Office of Ministry Formation Institute, Pastoral Center

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.

The mission of the Ministry Formation Institute (MFI) is to serve the Diocese of San Bernardino and its parishes by providing quality education and formation to adults, those seeking personal faith enrichment, ministerial leadership, and those inquiring about Permanent Diaconate. Based on both the "Diocesan Vision" and the USCCB "National Certification Standards for Lay Ecclesial Ministry and Service," the institute aims to prepare all to be true Disciples of Christ and faithful representatives of the Church.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Greet and screen visitors, answer phones, respond to inquiries concerning all MFI including LayEcclesial Ministry programs and activities.
- Perform general program duties such as creating flyers, designing brochures, translating documents, reproducing and preparing program materials and student's name tags for distribution, sign in sheets and seating charts, reserving equipment needed for classes and events, and other as requested by program directors, and taking minutes from meetings as requested.
- Works with CMFP directors in all areas related to CMFP, maintaining, and facilitating regular communication with program directors, site facilitators, faculty, instructors, and participants.
- Receive applications and registrations for programs and events, and create and maintain all CMFP students electronic and paper files and databases.
- Assist the Administrative Assistant in the daily processing of invoices, checks requests, making deposits and recording all payments from CMFP students and parishes as well as sending invoices to students and parishes for CMFP programs as requested.
- Back-up for the Administrative Assistant in making reservations for PC rooms for program's classes, meetings and events, updating the MFI & CMFP calendar of classes & events and insures they are posted on the MFI website.
- Assist the Administrative Assistant and program directors in preparing data to be included in vicariate, parish and other reports for distribution as requested.
- Prepare and handle details for the distribution of Certificates for CMFP and LEM working with Program Directors and Administrative Assistant in organizing all details for the Mass and hospitality needed for Graduation as well as sending invitations and thank you cards to students Pastors and others as needed.
- Maintains standard supplies, books and reading materials for CMFP programs and receive and distribute mail once received from mail room.
- Ensures that the general Office space, storage cabinets and all general working surfaces of the MFI are maintained clean from clutter.
- Maintains a data base of all documents and files sent for storage at Burgess location as well as all the programs books stored at the PC
- Performs other office duties related to support all MFI Programs and as assigned by the director.

QUALIFICATION GUIDELINES:

- Required: High School graduate with Secretarial Certificate, or equivalent courses, at least 3 years' experience in an office environment, using current computer technology, advanced data management, basic bookkeeping, and website maintenance.

- Must be bilingual/biliterate in English and Spanish. Must have ability to communicate clearly, concisely and accurately. Must have good grammar and spelling.
- Must be able to take minutes and notes from meetings, compose letters, prepare, edit and translate reports and documents.
- Must have good office and inter-office secretarial, organizational and computer skills, using MSWord, Publisher, Power Point, Excel, ACCES and other data base programs, designing flyers and brochures and use regular office equipment.
- Effective organizational ability to file paper and electronic records and documents according to diocesan archiving system and procedures.
- Must be quality service oriented, able to relate well with others, to embrace change and to work in a multicultural & multilingual environment.
- Must have flexibility, adaptability and ability to comprehend and explain complex/semi complex policy and/or procedure, ability to process and complete multiple tasks in a timely manner and in a fast paced, pro-active environment.
- Must be able to work occasional overtime, evenings, weekends and for local and overnight travel as necessary.
- Must have valid drivers' license, auto insurance and reliable transportation

Physical Requirements:

Includes but not limited to prolonged use of computer and screen reading, considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30lbs., 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 extreme.

Interested candidates, please forward your resume to:

Attention: David Acosta
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.