

Secretary

Our Lady of Lourdes, Montclair

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 1956, Our Lady of Lourdes is a vibrant and diverse community that supports and promotes the diocesan vision.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answers phones, takes messages and/or refers callers to appropriate party.
- Registers new parishioners and maintains database.
- Greets and directs visitors.
- Coordinates appointments and calendar for pastor, ministry leaders.
- Prepares Prayers of the Faithful and pulpit announcements.
- Processes and distributes weekly mail.
- Arranges all sacramental services: Marriages, Baptisms, Funerals, Quinceañeras.
- Receive and record payments for various programs.
- Maintains sacramental archives.
- Maintains office files and records.
- Maintains Parish Master Calendar.
- Type general correspondence and ministry certificates.
- Assist in preparation of the parish bulletin.
- Must attend Staff meetings and take minutes, may include other ministry meetings.
- Coordinate community service activities.
- Maintain website.
- Order office supplies.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must have good basic clerical and computer skills.
- Requires a high level of pastoral and interpersonal skills.
- Requires patience with people of diverse levels of education and culture.
- Must be knowledgeable of Catholic teaching, parish ministries and procedures.
- Must have ability to interact professionally with all employees and people coming into the parish.
- Must have ability to work in a multi-cultural environment.
- Minimum 2 years' experience in parish setting
- High school education with training in the clerical field.
- Completion of CMFP preferred.
- Minimum five (5) years' experience in a related field.
- Must be bilingual English and Spanish

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting and carrying up to 25 lbs., pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Our Lady of Lourdes
Attention: Rev. Clarence Saldua
10191 Central Ave, Montclair CA 91763
Email: cgsaldua@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer