

Administrative Assistant

Holy Family Church, Hesperia
Part Time: 30 hours per week. Pay Rate: \$17.40

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.

POSITION SUMMARY:

The Administrative Assistant position is responsible for providing secretarial and clerical support to the Religious Education department. The Administrative Assistant plays a vital role in coordinating events and assisting with projects. Provides assistance to parishioners and others as needed.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Distributes, collects and maintains Faith Formation registration paperwork.
- Serve as a substitute catechist when needed.
- Order textbooks and supplies for the program. Purchases must be approved by Administrator/pastor
- Ensure a safe environment for all catechetical activities for students, parents, and catechists. pare deposits and post tuition payments and send out invoices for Outstanding tuition.
- Assist with planning retreats for each class during the year.
- Maintain student records, verifying completion of all requirements.
- Coordinate administrative duties with the RE Coordinator, including student registration, tuition payments, paperwork (e.g., permission slips, driver information, service pledges, sponsor information, sacramental requirements), and correspondence.
- Assist with implementing and maintaining discipline and attendance policies.
- Assist with proper set-up and take-down for events.
- Attend staff, Vicariate, and Diocesan meetings with Pastor approval.
- Works with RE Coordinator to provide Administrative Secretary with Religious Education updates to keep the parish's and social media accounts up to date (e.g., Facebook, Instagram, YouTube), ensuring content is timely, engaging, and aligned with the parish's mission.
- Bulletin content provided must be approved by Administrator/Pastor.
- Collects, organizes and enters data into parish Soft for sacraments completed in the faith formation programs. prints and issues the Sacramental certificates for these sacraments.
- Perform other duties as assigned

PHYSICAL REQUIREMENTS:

- Knowledge of Catholic theology, doctrine, liturgy, and catechesis.
- Strong organizational, leadership and time management skills.
- Proficiency in Microsoft Office, parish databases, email communication, and digital tools for education and outreach.
- Conflict resolution and problem-solving skills.
- Must respect the work assignments of others and their work.
- Ability to maintain confidentiality, demonstrate sound judgment, and uphold diocesan policies.
- Ability to interact professionally and pastorally with clergy, staff, volunteers, parishioners, and families.
- Ability to work collaboratively in a team setting and within a multicultural environment.
- Ability to develop and evaluate religious education programs in alignment with Church teaching.
- Ability to adapt to evolving parish needs, manage multiple programs, events, and responsibilities.
- Ability to work evenings and weekends as required for program delivery and parish events.
- Ability to uphold ethical standards, handle confidential information responsibly, and be a trusted member in the parish community.
- Exhibits a spirit of hospitality toward all participants and community members.
- Upholds a high standard of professionalism in all responsibilities.
- Demonstrates flexibility in adjusting to the needs of the parish.
- Promotes teamwork by collaborating effectively with catechists, staff, and volunteers.
- Provides excellent customer service to participants. families, and parishioners.
- Requires good organizational, interpersonal, and communication skills.

QUALIFICATION GUIDELINES:

- High School Graduate with minimum two (2) years of college or technical preferred
- Must have knowledge of Catholic theology, procedures, and protocols Strong computer skills: Office, Excel, PowerPoint, Word, Outlook, Publisher, Access and office equipment
- Must pass a background check and maintain compliance with Diocesan Safe Environment Training.
- Understanding of child protection policies and adherence to Safe Environment training and background check procedures.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Bi-lingual and bi-literate in English and Spanish preferred
- Open to additional training to enhance knowledge and effectiveness for the position.
- Completion of MFI and/or certification

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting; lifting and carrying, pushing, pulling up to 25 lbs.; 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 send your cover letter and resume to:

Holy Family, Hesperia
9974 I Avenue
Hesperia, CA 92345

Attn: JoAnn Cisneros
Email: jcisneros@hfchesperia.org

Attn: Noemi Grace
Email: ngrace@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.