

## **Administrative Assistant**

Holy Spirit Parish, Hemet

Full Time: 35hours per week. Pay Rate: \$17.00/hour

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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 supports the Pastor, parish staff, and parishioners by providing professional clerical and administrative assistance. This position is responsible for accurate data entry of daily office collections, new parishioner registrations, and parish records in ParishSOFT. The Administrative Assistant ensures the parish office operates efficiently, offers a welcoming environment for all who visit, and upholds confidentiality, professionalism, and a spirit of hospitality in all interactions.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Answer and direct phone calls; greet and assist parishioners, visitors, and ministry leaders.
- Process new parishioner registrations, assign parish ID numbers, prepare welcome letters and packets, and maintain accurate records in ParishSOFT.
- Enter and post weekly parish collections; update parishioner information and statuses regularly.
- Maintain organized office operations, including inventory management, supply ordering, and updating parish forms.
- Assist with Safe Environment compliance by tracking volunteer requirements and ensuring background checks remain current.
- Recruit, train, and schedule office volunteers; maintain volunteer records.
- Record sacraments (Baptisms, Marriages, Funerals) in sacramental registers and ParishSOFT; prepare sacramental certificates.
- Support Faith Formation with sacramental entries, payment collection, and record updates.
- Manage clergy appointment scheduling and handle incoming/outgoing mail.
- Track office collections and Mass intention stipends using Excel; prepare accurate deposit reports for parish banking.
- Provide general administrative support for parish ministries, events, and staff projects.
- Perform additional duties as assigned by the Pastor or Business Manager.

### **QUALIFICATION GUIDELINES:**

- High school diploma required; bachelor's degree preferred.
- Minimum 3 years of administrative/clerical experience in a customer-facing role; parish office experience preferred.
- Strong clerical and computer skills, including proficiency in Microsoft Office; ability to learn ParishSOFT.
- Excellent verbal and written communication skills, with proper grammar and spelling.
- Strong interpersonal and pastoral skills; ability to work respectfully and patiently with diverse populations.
- Demonstrated ability to multitask, stay organized, manage time well, and maintain attention to detail.
- Ability to maintain strict confidentiality and uphold ethical standards.
- Professional, reliable, and able to follow parish and diocesan policies and procedures.
- Team-oriented with a spirit of hospitality and willingness to collaborate with staff and volunteers.
- Adaptable, proactive, and open to ongoing training.
- Bilingual/biliterate (English/Spanish) preferred.
- Understanding of Catholic ministry and parish life preferred.

### **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 25 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.

Interested candidates, please send your cover letter and resume to:

**Attn: Eileen Salazar**  
**Email: [esalazar@sbdiocease.org](mailto:esalazar@sbdiocease.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**