

Office Coordinator

St. Margaret Mary, Chino

Full Time: 35 hours per week. Hourly Rate: \$23.59

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:

Under the direction of the Pastor, the Parish Office Coordinator is responsible for coordinating the daily administrative operations of the parish office and providing administrative support to the Pastor, parish staff, and volunteers. This position helps ensure efficient office operations, promotes a welcoming and collaborative environment, and assists with parish personnel administration, office systems, records, and daily operations in accordance with diocesan policies and procedures.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate the daily operations of the parish office and ensure efficient administrative services.
- Provide administrative support to the Pastor and assist parish staff with office operations.
- Coordinate office volunteers and assist with volunteer onboarding and scheduling.
- Assist the Pastor with Human Resources processes, including recruitment, onboarding, personnel administration, and employment documentation in collaboration with the Diocesan Human Resources Office.
- Maintain confidential personnel, parish, and administrative records.
- Coordinate office procedures, purchasing, inventory, vendors, and facility-related administrative needs.
- Manage parish petty cash and maintain accurate purchasing and financial records.
- Coordinate parish staff meetings, office communications, calendars, and administrative reporting.
- Prepare and maintain diocesan reports, sacramental records, parish census information, and other required documentation.
- Provide exceptional customer service by welcoming parishioners, assisting visitors, responding to inquiries, and supporting front office operations.
- Foster a professional, welcoming, and collaborative office environment while maintaining confidentiality and effective communication.
- Perform other administrative duties as assigned by the Pastor.

QUALIFICATION GUIDELINES:

- High school diploma or GED required; Minimum of an Associate's degree in Business Administration, Human Resources, Office Administration, or a related field required.
- Minimum three (3) years of progressively responsible administrative or office coordination experience.
- Knowledge of Human Resources processes and office administration preferred.
- Excellent organizational, communication, interpersonal, and customer service skills.
- Ability to maintain strict confidentiality, exercise sound judgment, and manage multiple priorities.
- Proficiency with Microsoft Office and the ability to learn parish management software.
- Ability to work collaboratively in a multicultural environment.
- Bilingual (English/Spanish) preferred but not required.
- Valid California Driver's License with an acceptable driving record.

PHYSICAL REQUIREMENTS:

Ability to sit, stand, walk, bend, reach, lift, push, pull, and carry up to 25 pounds. Position requires repetitive hand and finger movements, use of standard office equipment, and the ability to communicate effectively in person and by telephone.

The Diocese of San Bernardino is an Equal Opportunity Employer committed to creating a welcoming and inclusive workplace while supporting the mission of the Roman Catholic Church.

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

Attn: Emmanuel Gonzalez

Email: em.gonzalez@sbdiocese.org