

Office Manager

Full Time – Annual Salary: \$70,304.00

Holy Innocents, Victorville

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 Office Manager serves as a key administrative leader within the parish, working collaboratively with the Pastor, staff, and parishioners to support the spiritual and operational needs of the parish. This role ensures the effective functioning of parish operations including technology support, ministry coordination, parish hospitality, and Safe Environment compliance, in alignment with diocesan policies and the mission of the Catholic Church.

ACCOUNTABILITY:

Administrator/Pastor

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Administration & Office Operations

- Supervise and coordinate daily parish office operations, including staff and volunteers, to ensure a professional, organized, and hospitable environment.
- Maintain accurate parish records, including sacramental registers and parishioner data within ParishSoft; process new registrations and updates.
- Manage incoming and outgoing mail, including distribution and post office coordination.
- Oversee office supply inventory for administrative, janitorial, and facilities needs; conduct monthly inventory and order supplies as needed.
- Edit, prepare, proofread, and submit weekly parish bulletin content to publisher, ensuring accuracy and timely distribution.
- Maintain and update office forms and administrative documents.
- Coordinate safekeeping and distribution of facility keys in collaboration with Facilities Manager and/or Pastor/Administrator.
- Screen, document, and coordinate sacramental sick call requests and maintain related logs.
- Prepare and provide year-end parishioner tax statements upon request.
- Facilitate ADP timecard review and approval in the role of ADP Manager.
- Collaborate with Diocesan Human Resources and Payroll to ensure compliance with policies, procedures, and applicable laws.
- Recruit, train, and schedule office volunteers to support daily operations.

Safe Environment & Compliance

- Track and maintain records for LiveScan background checks and Safe Environment training for staff and volunteers.
- Monitor compliance and notify individuals of outstanding requirements; ensure timely completion of mandated training.

Information Technology Oversight

- Provide basic technical support for parish office systems, including computers, email, and internet connectivity.
- Coordinate technology purchases, installations, and maintenance with vendors as needed.
- Maintain inventory records of IT equipment and systems.

Clerical & Administrative Support to Pastor

- Coordinate supply priests, including scheduling and stipend processing.
- Serve as liaison between the parish and Diocesan offices; attend required meetings, trainings, and workshops.
- Participate in parish staff meetings and contribute to operational planning and communication.
- Support the Pastor in overseeing administrative functions and ensuring adherence to diocesan HR and payroll policies.

Canonical & Pastoral Support

- Assist parishioners with sacramental processes, including annulments (as Lay Advocate support).
- Record sacraments (Baptism, Confirmation, Marriage, Funeral) in official registers and ParishSoft system.

- Prepare and issue sacramental certificates upon request.
- Process and send marriage notifications to parishes of baptism and update sacramental records accordingly.
- Support Faith Formation programs with sacramental recordkeeping as needed.
- Maintain confidentiality, professionalism, and pastoral sensitivity in all interactions with parishioners, staff, and clergy.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Required minimum of 5 years' experience relevant to the position; Bachelor's degree preferred.
- Parish administrative experience preferred
- Must pass a background check and maintain compliance with diocesan Safe Environment Training.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Must be proficient with computers, office equipment, and software (Microsoft Office, Publisher).
- Must have excellent organizational, time management, multitasking and problem-solving skills.
- Must have effective written and verbal communication skills.
- Knowledge and understanding of the Roman Catholic faith, Church operations, and diocesan structure.
- Knowledge of parish office procedures, data entry systems, sacramental record-keeping, filing, and form management.
- Must have strong interpersonal, conflict-resolution and leadership skills with the ability to train, supervise, and support volunteers and staff.
- Able to maintain confidentiality, professionalism and handle sensitive matters with discretion.
- Collaborate across departments and with diverse parish communities.
- Prioritize tasks and manage multiple responsibilities simultaneously.
- Ability to interact effectively with clergy, parishioners, staff, and Diocesan offices.
- Ability to work evenings and weekends as required for the parish needs/parish events.
- Bilingual and Biliterate (English/Spanish) required.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 30lbs., 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: Office of Human Resources
 Noemi Grace
 Email: ngrace@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.