

## Religious Formation Office Assistant

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:**

- Data Entry.
- Recruits, trains, supervise and evaluate support volunteers.
- Greet and direct parents/visitors.
- Safe environment and mandated reporting compliance.
- Periodic meetings with parents and common Parish community meetings.
- Maintain inventory of supplies.
- Answer phone.
- Manage and maintain files and records.
- Record keeping, including attendance and sacrament prep requirements.
- Maintains relationship with pastor/vicar, other parish staff members and Diocesan Office of Religious Education.
- Other duties assigned.

### **QUALIFICATION REQUIRED:**

- Strong computer skills in Word, Access, Excel, Power Point, Publisher, etc. required. Knowledge of Parish Soft desirable.
- High School diploma and two years college education required.
- Minimum of two years office/business experienced required.
- Must be able to multi-task and problem solve; have the ability to interact in a professional and pastoral manner in a Multi-lingual/cultural/ethnic Community.
- Ability to operate office machines including: telephone system, fax, scanner, copier machines, computer and printer.
- Excellent organizational, communication, and analytical skills required.
- Must have a good knowledge of Catholic teaching and parish ministry procedures and protocols.
- Work schedule may require flexible hours and weekends.
- Bilingual and biliterate: English and Spanish 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 40 lbs., pushing, pulling, kneeling, crouching, bending, 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 extreme.

Interested candidates, please forward resume and cover letter with salary requirements to:

Attn: Rev. Jacob Thomas Vettathu, MS  
Our Lady of Lourdes Parish  
10191 Central Ave  
Montclair, CA 91763  
Fax: (909)626-0562  
Email: [ollourdes.montclair@sbdiocese.org](mailto:ollourdes.montclair@sbdiocese.org)

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