

**Confirmation & Youth Ministry Assistant**  
**St. Martha Catholic Church, Murrieta**  
**Full Time: 40 Hours a Week**  
**Pay Range: \$19.00-\$21.00 / hour DOE**

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:**

Provides administrative and clerical support to the catechetical ministries of the parish in the religious education department with a focus on Confirmation and youth and young adult programs.

**ESSENTIAL JOB FUNCTIONS:**

- Provides clerical support by answering telephones, email messages, and assisting those who come into the office.
- Prepares and maintains catechetical records and files.
- Maintains religious education registrations and database, focusing on Confirmation and youth ministry.
- Tracks student's attendance and supplies.
- Collaborates as a team member with the Director of Religious Education, parish staff, volunteers, and parishioners, taking direction and welcoming all people to our site.
- Attends staff and department meetings.
- On occasion, helps to set-up and prepare classrooms and materials for sessions.
- Assists with off-site retreats, activities, and special events.
- Takes responsibility for his/her own professional and spiritual development - enrolling in ongoing formation opportunities and attending workshops related to responsibilities.
- Perform other duties, as assigned.

**QUALIFICATION GUIDELINES:**

- A minimum of 2 years of experience in the clerical field.
- High school or GED level.
- Proficiency in reading, writing, and speaking English and Spanish is preferred.
- Must be a practicing Catholic with basic knowledge of the Church.
- Strong communication skills; conflict resolution skills; organizational, planning, and implementation skills; interpersonal and collaborative skills.
- Must be able to communicate effectively with children, catechists and parents.
- Proficiency in computer software such as Microsoft Office systems (Word, Outlook, Calendar, Excel, PowerPoint, and Publisher), Canva, and social media, as needed.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must be able to work flexible hours to include evenings and weekends, as needed.
- Must have ability to work in a multi-cultural environment.

## **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, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidates, please submit resume and cover letter to:

Diocese of San Bernardino  
Attn: Eileen Salazar, HR Generalist – [esalazar@sbdioocese.org](mailto:esalazar@sbdioocese.org)  
1201 E. Highland Ave.  
San Bernardino, CA 92404  
(951) 475-5173

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