



Sacred Heart Church

A Roman Catholic Christian Community of Faith and Worship

Job Title: Office Coordinator

Location: Covina, CA

Company: Sacred Heart Catholic Church

Reports To: The Office Coordinator will report to the Business Manager.

About Us: Sacred Heart Catholic Church is a Roman Catholic Christian Community of Faith and Worship. We are seeking a highly organized and proactive Office Coordinator to join our team and ensure the smooth operation of our office environment.

Job Summary: The Office Coordinator is responsible for overseeing and managing daily office operations, supporting staff, and ensuring a productive and efficient work environment. This role involves a variety of administrative and operational tasks to support the overall functionality of the office and parish.

Key Responsibilities:

- **Office Management:** Oversee daily office operations, including managing office supplies, equipment, and facilities. Ensure a clean, organized, and well-maintained office environment.
- **Administrative Support:** Provide administrative support to management and staff, including scheduling meetings, handling correspondence, and preparing reports and presentations. Coordinate Evangelization letters for distribution regularly.
- **Communication:** Act as the primary point of contact for internal and external communications. Manage phone calls, emails, and visitor interactions with professionalism and courtesy.
- **Document Management:** Maintain and organize office files and records. Assist with data entry, document preparation, and other administrative tasks as needed. Digitization of sacramental records and preparation of certificates. Maintain Safeguard the Children files and documentation.
- **Front Desk Management:**
 - Assist with data entry and maintain accurate records.
 - Maintaining calendars for parish events and programs.
 - Assist Pastor and Parish Business Manager with tasks and projects as needed.
 - Greet and welcome visitors in a professional and friendly manner.



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- Direct visitors to the appropriate person or department.
- Handle incoming and outgoing mail and packages.
- Manage the scheduling of conference rooms and other shared spaces.
- Data entry, the development of weekly, monthly and annual reports.
- Organizing files, record keeping and ability to obtain information.
- Supervise and train front desk staff.
- Supervise staff kitchen.
- **Phone and Email Communication:**
 - Answer and route phone calls to the appropriate departments or individuals.
 - Take and relay messages accurately.
 - Respond to email inquiries in a timely and professional manner.
- **Customer Service:**
 - Coordinate initial stages of funerals, weddings with priest, appropriate ministers and music staff.
 - Provide appropriate information about Sacred Heart and its services to parishioners and visitors or lead ministry person.
 - Address and resolve any issues or complaints in a courteous manner.

Qualifications:

- **Education:** High school diploma or equivalent; associate or bachelor's degree in business administration or related field preferred.
- **Experience:** Previous experience in an office or administrative role is preferred. Experience with office management software and tools is a plus. Previous experience supervising employees.
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
 - Ability to handle confidential information with discretion.
 - Problem-solving skills and attention to detail.



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- **Skills:**

- Ability to speak, read, and write Spanish
- Knowledge of Catholic faith, traditions, and customs
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.

Working Conditions:

- Schedule: Full-time, Available Sunday - Saturday [adjust as needed monthly].
- Forty hours a week, some overtime on occasions.

Why Join Us?

- Opportunity for professional growth and development.
- Collaborative and supportive work environment.

How to Apply: Please submit your resume and cover letter to fernando@sacredheart.cc with the subject line “Office Coordinator Application – [Your Name]”. We look forward to hearing from you!