



ARCHDIOCESE OF SAN FRANCISCO

CATHOLIC CEMETERIES

Family Services Support Staff:

Administrative Clerk/Receptionist Position

Purpose and Scope

A Family Services Administrative Clerk/Receptionist is a full-time non-exempt level employee who reports directly to the Family Services Manager. This position works cooperatively with the Full Time Receptionist position. Working within a religious, not-for-profit environment, we offer a competitive salary and benefits package. This position is governed by a Collective Bargaining Agreement. The Administrative Clerk is a person of faith committed to Gospel values. He or she values service to the Catholic Community and helps the Cemetery Department fulfill its mission and purposes.

Essential Duties:

- Provides administrative support to the Family Services Department through activities such as coordinating memorialization orders and maintaining office forms and supplies
- Professionally serves visitors, clergy, funeral directors and vendors when serving in the Receptionist position

Knowledge, Skills and Abilities

- Knowledge and experience in funeral home and/or cemetery practices, preferred
- Ability to work professionally and courteously with a variety of other professionals, clergy, and the public
- High level of compassion and integrity; detail-oriented and professional
- Excellent listening, written, oral communication, and interpersonal skills
- Attention to detail and deadline; good time management and organizational skills
- Strong knowledge of software applications, including spreadsheets, word processing and database programs, and the ability to learn new software
- Bilingual English/Spanish, preferred

Competencies and Education

- High School Diploma or equivalent of education and experience, required
- 2 – 4 years office experience, preferred
- Position requires moderate lifting (20 lbs.)
- Valid California Driver's License with an insurable driving record
- Active practicing Roman Catholic who understands and supports the teachings of the Roman Catholic Church, preferred.

Hours

- Tuesday through Saturday 8:30am – 5pm

Please submit resume and cover letter to:

Sylvia Rivera, Family Resources Manager

PO Box 1577, Colma, CA 94014-0577

Email: srivera@holycrosscemeteries.com

Fax: 650-757-0752

Full job description: [Family Services Administrative Clerk](#)