

**DIRECTOR OF ARCHIVES**  
Office of Archives, Pastoral Center

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.

The Archives Office serves the Catholic Diocese of San Bernardino by maintaining the official church records and the rich history of the Catholic Community in San Bernardino and Riverside counties. The archives collects, organizes, and preserves those records and historical items that have enduring value to the Diocesan Church. The Archives is responsible for gathering, evaluating and reporting the statistical information important to the Diocese. The Archives is committed to providing access to its archival materials for researchers as permitted by canon and civil law. The Archives desires to promote an understanding of the history of the Diocese so that people's lives can be filled with hope.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Responsible to acquire, catalog and conserve both historical and institutional records.
2. Oversee the Diocesan Statistics Program.
3. Support the sacramental recordkeeping in the Diocese with policy, training and consultation.
4. Respond to requests for sacramental, historical, statistical and genealogical records.
5. Assist parishes and schools with maintaining archives; preparing Anniversary celebrations.
6. Maintain the office website.
7. Represent the Diocese with local historical entities in the two counties.
8. Other duties as assigned.

**QUALIFICATION GUIDELINES:**

1. Bachelor's Degree in archival, historical or theological studies. Master's Degree preferred.
2. 5 years of experience in Archival work.
3. Knowledge of the Catholic Church's institution and operation.
4. Effective administration and management skills.
5. Ability to conduct historical research.
6. Ability to collaborate with diocesan, parish and school staffs.
7. Ability to maintain a high level of confidentiality.
8. Ability to work in a multi-cultural environment.
9. Director must be a Roman Catholic in good standing.
10. Highly desirable that the Director be bilingual in English and Spanish.
11. Possess a California driver's license and reliable transportation for travel throughout San Bernardino and Riverside counties; overnight travel as required.

**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, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motion, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:  
Attention: David Acosta  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)

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