



Position Description
Job Title: Office Manager

Position Reports to: Rector
Half-time (20 hrs/week), short hour (hourly), non-exempt, year-round

Summary: Position is in charge of critical support functions for the rector; serves as executive assistant and oversees many important office duties.

Essential Duties and Responsibilities:

Reception and Secretarial:

- Ensure the office is open during published office hours, and maintain a regular presence in the office during those times. (When leaving the office for a break, post a sign on the door indicating expected time of return.)
- Keep office in order, presentable and functioning in a friendly and businesslike manner.
- Handle communications during office hours (phone calls, correspondence, email, etc.) (When attending a meeting with other staff or parishioners, schedule a volunteer to answer the phone during that time if at all possible.)
- Take and route messages effectively.
- Design and maintain a clear, user-friendly filing system for physical and digital records.
- Maintain security and/or storage of vital church records, both physical and digital.
- Supervise and help others with use of office machines.
- Order office supplies and appropriate inventory for the church.

Publishing, Design and Communications:

- Gather necessary information from rector, music director, schedulers, Altar Guild, etc. to prepare all worship bulletins. (Aid music director in reporting music used in worship services for copyright purposes if requested.)
- Print worship bulletins and ensure that they are ready for use at the time of the service.
- Produce electronic and print publications, including regular e-newsletter.
- Produce mailings during fall pledge drive and other important correspondence as requested.

Financial Support:

- Manage digital filing of bills received.
- File and maintain hard copy financial records on site, ensuring that they are available to the bookkeeping service as needed.
- Ensure that checks have been signed by two check signers, then distribute to payees as indicated on check request forms.
- Annually input pledge information from fall pledge drive into bookkeeping software.
- Provide support to parishioners regarding their pledges, pulling reports or answering questions as requested.

Space Use Management

- Maintain the master parish calendar.
- Track the loan and return of facility keys.
- Schedule and coordinate space use of church facilities for groups that have been approved by the rector. For outside groups using the facilities, maintain current use permits, proof of insurance and payments.

Additional Duties & Responsibilities:

Reception and Secretarial:

- Submit the Annual Parochial Report to The Episcopal Church headquarters and the diocesan office, using material provided by the rector, bookkeeper, and treasurer.
- Coordinate and supervise office volunteers for routine office tasks, such as:
 - Data entry
 - Answering phones
 - Creating name tags for newcomers and parishioners
 - Filing
- Work closely with the rector in maintaining the electronic parish membership database.
- Print hard copy membership directories or email PDFs from the electronic database for parishioners as requested.

Publishing and Communications:

- Produce bulletins for special services like weddings and funerals as requested.
- Provide support services (printing, flyer design, etc) to church groups as requested, if time allows.

Other:

- Other miscellaneous tasks assigned by the rector from time to time (as time allows).

Hours of Work

The Office Manager will work 20 hours per week, keeping the office open during posted office hours as delineated above. The employee will not be held responsible for interfacing with parishioners or the public or overseeing events on campus that do not fall within the regularly scheduled office hours. The employee should not work overtime without prior approval from the rector.

Times of Leave

The Office Manager will work 4 days per week and will have two weeks of paid vacation. Vacation time must be requested and approved in advance by the rector according to the parish's Manual of Personnel Policies & Practices. Additional unpaid vacation time may be taken if approved at least a month in advance by the rector.

Benefits

The parish will contribute 9% of the Office Manager's salary into a lay pension plan with the Episcopal Church.