

PARISH:

TITLE: Office Manager

NAME:

REPORTS TO:

DATE:

GRADE:

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## **I. POSITION PURPOSE**

The Office Manager supports the work of the Parish Pastor and staff on the management of communication materials, facility and event schedules, along with managing the coordination of events for the office and parish. The Office manager may oversee the parish database and other administrative staff.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Maintains the parish facility schedule. Directs groups on facility use responsibilities, rental fees, insurance coverage, and manages conflicts that may arise. Coordinates the rental collection and monitoring of facility keys.
  - a. Coordinate church set up for special event/liturgical services
2. Provide administrative services in support of the parish, various ministries, and activities as needed.
3. Coordinate office activities and operations to ensure efficiency.
4. Work collaboratively with members of the parish staff, and leadership to ensure the planning of the parish communication calendar including website updates, special event communications, social media, parish bulletin, and community press releases for local publications.
  - a. Collaborate with staff to implement a cohesive communication strategy to educate about advancement related programs
  - b. Work collaboratively with members of the parish staff, and leadership to ensure the planning of the parish communication calendar including website updates, special event communications, social media, parish bulletin, and community press releases for local publications.
  - c. Assist and support Parish Administrator and/or the Pastor with the administering annual campaigns including Stewardship of Time, Talent, Treasure, and the Annual Catholic Appeal
5. Prepares and submits Parish Annual Report (to Archdiocese) and Annual Report to Parish. Attends deanery and archdiocese trainings, meetings and events as needed.
6. May oversee administrative staff by providing guidance and training as needed on the following areas: direct callers and visitors to appropriate ministers of service, respond to

parishioner needs, prepare and assist with bulk mail, and complete accounting and census software transactions.

### **III. ESSENTIAL QUALIFICATIONS:**

#### **Primary:**

- Willingness to work as part of the parish staff team to accomplish the mission of the parish
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church

#### **Experience:**

- Experience in data base management, website & newsletter content creation, and communications expertise.
- Experience with leadership, interpersonal, communication and organizational skills.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.
- Demonstrated ability to work with a variety of people, including multicultural communities.