

Job Title: Office Manager
Hours per Week: 32, Salaried
Reports to: Rector

General Description of Position: The Office Manager oversees daily business operations, administrative needs, physical facilities, and pastoral intake, in support of St. Simon's mission that everyone experiences the abundant life Jesus came to bring.

Major Duties and Responsibilities:

- Supports St. Simon's call to ensure all experience delight, have their basic needs met, and are connected to community.
 - Supports the Rector and members of the congregation in these five areas:
 - liturgy
 - calendar
 - building
 - finances
 - communications
 - Acts as front line pastoral care intake
 - Accepts additional responsibilities as directed by the Rector
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Specific Responsibilities Described:

- Liturgy
 - Create regular, special, and holiday bulletins at the direction of the Rector and Music Director
 - schedule all service participants using Ministry Scheduler Pro
 - Print, prepare, and distribute all materials needed
- Calendar
 - Coordinate Rector's calendar
 - Coordinate parish calendar, ensuring minimal overlap of activities and spaces
- Building
 - supplies, inspections, equipment, instrument tuning, regular maintenance appointments
 - building use by community (AA, Art Reach, Boba, requests, etc)
 - vendor contracts
 - Manage columbarium sales and records
- Finances
 - Works with bookkeeper, treasurer, as assistant treasurer to process invoices, cut checks, and handle basic bookkeeping
 - data entry
 - processes payroll and pension
 - tracks gift giving and special donations
- Communications

- creates weekly newsletter
 - distributes all vestry materials
 - maintains individual contacts of members and visitors and updates ACS data base
 - manages all newcomer information, letters of transfer, and certificates
 - Pastoral Care
 - receives calls and emails alerting parish to pastoral needs with grace and compassion
 - communicates these to the Rector
 - communicates these to the Caring Team after consultation with the Rector
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Primary Objectives:

- To reach our neighbors with the love of God
 - To assure the smooth operation of the parish
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Requirements for the Job:

- Two years' experience as an Office Manager or equivalent, preferably in a congregational environment
- Experience working with volunteers
- Excellent verbal and written communication skills
- Ability to manage multiple and changing tasks
- Basic bookkeeping skills
- Knowledge of the Episcopal Church, Constant Contact, and ACS a plus

This position is full-time with health and dental benefits, paid time off, and contributions to the Episcopal Church Pension. Salary is based on the successful candidate's experience