



POSITION TITLE: **Office Manager**

FLSA STATUS: **Non-Exempt**

EMPLOYMENT CATEGORY: **Part-Time (Salaried)**

DEPARTMENT: **Operations**

BUDGETED HOURS PER WEEK: **24-29.5**

REPORTS TO: **Administrative Pastor**

POSITION SUMMARY

The Office Manager plays a crucial role in ensuring the efficient functioning of our parish by overseeing various administrative tasks and managing office resources. This position is pivotal for maintaining a productive and organized workplace, enabling clergy and other staff members to perform their roles effectively. The Office Manager coordinates office activities and operations, ensures efficiency and compliance with Apostles' policies, manages office supplies, and provides general administrative support to clergy and employees.

REQUIREMENTS

Job Skills

- Proven experience in office management or a similar administrative position.
- Oversee and coordinate office administrative procedures and works with the Administrative Pastor to review, evaluate, and implement new procedures.
- Manage office supplies inventory, anticipating needed supplies, placing, and expediting orders for supplies.
- Operates and maintains office equipment, including printers, copiers, and fax machines.
- Works with maintenance volunteers and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Schedules needed services and repairs and serves as the point person for vendors and contractors.
- Prepares bills and invoices for approval.
- Receives, records, and deposits donations.
- Maintains a safe, secure, and pleasant work environment.
- Provides administrative support to clergy and other staff.
- Coordinates travel arrangements for clergy and lay synod delegates.
- Manages the office, staff leave, and other parish calendars.
- Prepares and edits correspondence, reports, memos, forms, and presentations.
- Coordinates logistics for meetings, including room setup, and catering as needed.
- Uses word processing and presentation software to create and edit documents, including bulletins, inserts, and flyers.

- Ensures that deadlines are met and adapts to changing priorities.
- Serves as the point of contact for members* and guests.
- Processes incoming and outgoing communications, including phone calls, emails, and mail.
- Welcomes visitors and directs them to the appropriate person or office regarding their visit.
- Maintains office files and records, ensuring they are up-to-date and properly managed.
- Keeps records of attendance, baptisms, and other information as requested.
- Develops and maintains a physical and digital filing system.
- Ensures data integrity and confidentiality.
- Other duties as assigned by the Administrative Pastor or Rector.

Competencies

- Proficiency in Scripture and basic Christian theology. Knowledge of Anglican liturgy preferred.
- Proven experience in office management or a similar administrative position.
- Be proficient with computers, including proficiency with Apple programs and Google Suite.
- Must be willing to learn Canva and Adobe Suite (if not proficient), including taking training courses within 90-150 days of hire.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Strong personal initiative that anticipates needs and solutions for administrative operations
- Attention to detail and problem-solving skills.
- Ability to multitask and prioritize work.
- Healthy interpersonal skills to interact effectively with all levels of clergy, staff and external contacts.

Experience:

- Minimum two years of proven office management, administrative, or assistant experience.

Education, Experience, and Licensing Requirements:

- High school diploma or equivalent.
- Certification in office management or administration is preferred.
- Any of the following certifications are preferred: Certified Administrative Professional (CAP), Microsoft Office Specialist (MOS), Project Management Professional (PMP).
- Participate in (or be willing to join) a trade organization for Administrative Assistants and be willing to be involved in Alliance for Better Nonprofits.