

Office Manager Job Description

Part time (8-10 hrs / week) - remote

Compensation:

Summary

Saint George Antiochian Orthodox Church is looking for a part-time Office Manager with strong Christian principles to coordinate and enhance the work and resources of the Church. The Office Manager will help Fr. Joel with day-to-day parish management, including scheduling and serving as a first point of contact for parishioners; communications, including the bulletin, newsletter, and website content updates; and will provide Parish Council and ministry support

Duties and Responsibilities

1. General Administration and Communications (50%)
 - a. Return phone calls and emails
 - b. Collect and sort mail (?)
 - c. Create weekly church bulletin
 - d. Create and distribute monthly newsletter
 - e. Maintain church calendar and coordinate with Pastoral Assistant on Fr. Joel's schedule
 - f. Create and manage church-wide listserv and media accounts
 - g. Manage list of weekly intentions / prayer list
 - h. Schedule and run the annual calendar meeting
 - i. Coordinate cleaning in advance of sacraments and special services
 - j. Basic updating and maintenance of church website
 - k. Send all invoices and reimbursements to Treasurer
2. Parish Council (10%)
 - a. Assist Parish Council President with agenda creation, and distribution of agenda, minutes, and materials
3. Stewardship (10%)
 - a. Log weekly donations in donor CRM and send thank you letters for one-time / special donations
 - b. Process and distribute annual contribution letters
4. Facilities (10%)
 - a. Assist maintenance committee chair with collecting estimates and coordinating long-term projects
 - b. Archive estimates for church maintenance projects
 - c. Purchasing of consumables: kitchen utensils, bathroom items, and pamphlets on Orthodoxy
5. Ministries (10%)
 - a. Provide general administrative assistance to committee leads (eg: assistance with scheduling, distributing emails, etc)
6. Sacraments (5%)
 - a. Handle initial contact with individual / family and send checklist
 - b. Maintain sacraments tracking charts
 - c. Submit sacraments to the Archdiocese
7. Miscellaneous (5%)
 - a. Assist Treasurer with annual census

- b. Other projects as assigned.

Required Skills:

Ability to interact professionally with Church Parish Council members and pastor. Ability to implement Parish Council and pastoral directives and interact with parish members in a professional and respectful manner. Familiarity with social media, productivity software (ie: Microsoft Office, Google, Canva), and basic website editing. Self-motivated and able to accomplish tasks with minimal direction or oversight.

Reference(s)

Please provide the name and contact information for at least one reference, which should be from a current or former supervisor.