JOB DESCRIPTION

Position: OFFICE MANAGER

Person/group to whom responsible: Pastor

Duties: This position promotes hospitality, order and good office procedures in the parish office and coordinates or oversees securing visiting priests for sacramental services.

Responsibilities:

- Collaborate with staff and volunteers to create a welcoming attitude and environment.
- Handle and/or supervise front office personnel, custodians, housekeeper, and office volunteers with normal office functions and duties.
- To prepare (with pastors assistance) priests assignments for Masses (or when necessary lay presiders for communion services).
- Maintain and schedule parish events/room use.
- To coordinate money counting teams and oversee the counting of the Sunday collections. To assist the bookkeeper with AMA reports and reconciling weekly receipts. To take minutes at staff meetings and disseminate the agenda.
- Along with bookkeeper, order supplies as needed.
- Assist with any correspondence requested by staff members.
- Oversee or schedule Mass requests. Keep parish roster up-to-date. Assign envelope numbers to parishioners.
- Coordinator for the parish festival and assists with organizing fundraisers for the parish.
- Coordinate and take bulk mailings to Main Post Office.
- Oversees and/or documents registrations for sacraments as well as records the Baptisms/1st Communions/Confirmations/Marriages/Deaths into proper registers.
- Organize and/or oversee “special” hospitality events for the parish when necessary (i.e.: breakfasts, farewells).
- See that musicians and ministers are obtained for funerals and Quinceañeras.
- Administers the parish website and social media

Skills/Qualifications: Knowledge in use of various types of office equipment, such as but not limited to calculators, computers. Knowledge in working with various software programs necessary for maintaining parish records. Bi-lingual preferred but not required (English/ Spanish).

Evaluation Procedures: Yearly Hours/days worked per week: 5 days per week/40 hours per week

Signature of Office Manager Date Signature of Pastor Date

Revised 07-31-2018