

OFFICE MANAGER – ST. SIMON PARISH, LOS ALTOS

St. Simon Parish in Los Altos is active seeking a full-time Office Manager to oversee the day-to-day function of the parish office.

Front Office Duties:

- Greet and assists visitors to the parish office and answering the telephone.
- Ensures accurate and up to date phone system directory.
- Serves as focal Point for St. Vincent De Paul outreach.
- Plans and implements parish mailings.
- Manages key log control and maintenance of key box.
- Purchases office supplies and maintains office equipment.

Database and Record Keeping:

- Manages the ParishSOFT database, ensuring timely update and accuracy of the ParishSOFT database management system.
- Collaborates with the Diocese to ensure parish is in compliance with Diocesan guidelines for ParishSOFT use.
- Provides backup to ParishSOFT Religious Education Module.
- Coordinates Annual Diocesan Appeal (ADA).
- Maintains hardbound Sacramental Records, responds to requests for sacramental certificates. Ensures records are in compliance with Diocesan and Canon Law guidelines.
- Oversees funeral and death notice processes.
- Supports Baptismal Prep and Baptism Certificates.
- Ensures Sacramental Records are updated in ParishSOFT database.
- Manages Shield the Vulnerable Volunteer Compliance and Workday Contingent Worker process. (This may be accomplished utilizing parishioner volunteer help to maintain Workday and Assure compliance.)

Sunday Collection and Liturgy Support:

- Supports the Sunday collection count team. Uploads deposits to bank and transmits necessary documents to St. Joseph's Accounting.
- Ensures collection bags and logs are in place for all Masses and special services where collections will be taken.
- Retrieves candle money and collection bags from Church before counting begins.

- Serves as point of Contact for Mass Intention. Distributes weekly Mass Intention Roster and manages Mass Cards
- Prepares for Special and Second Collections, and Novena's with any necessary envelopes, communications, and special arrangements.
- Responsible for tracking and managing income that comes through the front office or mail to be logged and deposited, with necessary documentation transmitted to St. Joseph Financial Services.

Communications:

Serves as back up in support of communication plan for the parish including these functions:

- o Supports parish ministries as part of an overall Parish Communications plan, ensuring communication methods are utilized when publicizing events and activities.
- o Makes Recommendations for new methods of communications that will enhance parish life.
- o Makes suggestions for updates and changes to the parish website.
- o Publication of information through communications tools including the Parish eBulletin, school weekly electronic updates, social media, parish campus signage, Flocknotes, etc.
- o Collaborates with a variety of information sources to keep communication channels current and parishioners informed of parish and school activities.
- o Assists with regular communications mailings to non-email users.
- o Responsible for timely updates to general google calendars for automatic upload to website calendars. (Ministry leaders to update their own ministry calendars for upload to the website.)

Facilities Schedule:

- Utilizes web-based scheduling application, manages the parish calendar and facility booking schedule for Parish Center, Church, and parish office facilities. Provides facility scheduling for parish and school following priority booking procedures.

Other Duties:

- Provides occasional back up to Children's and Youth Ministry office functions.
- Performs various duties as assigned by the Pastoral Associate for Administration or Pastor.

Requirements: (ie. education, good communication skills, evening/weekend hours, ability to lift 50 lbs.)

Qualifications and Skills Necessary:

Excellent technology skills including:

- o Microsoft Office Suite
- o Database management software and experience (ParishSOFT desired)

o Experience with communication tools such as MailChimp or Constant Contact, Word Press website design and maintenance, social media tools such as Facebook, Instagram, YouTube, and Twitter.

- Experience managing and implementing marketing communications strategies for small and medium size businesses.

- Excellent written and verbal communication skills.

- Customer-service oriented, possessing a welcoming and collaborative approach to managing phone inquiries, visitors, parishioners and parish staff in a sometimes-hectic environment.

- Strong organizational and planning skills along with the ability to manage multiple tasks at one time.

- Strong collaboration skills and ability to interact and take input from multiple sources.

- Ability to manage sensitive and confidential information.

How to Apply:

Please send application and resume to Joan Mibach, jmibach@stsimon.org.