

Diocese of Sacramento

JOB DESCRIPTION

SITE: St. Francis of Assisi Parish, Sacramento

POSITION: Office Manager

SUPERVISOR: Pastor

CATEGORY: Non-Exempt

POSITION STATUS: Full-Time 35 hours / week

JOB SUMMARY: Responsible for overseeing the smooth running of the parish office; provide secretarial and related clerical services for the Pastor, staff, and parish program leaders.

ESSENTIAL FUNCTIONS:

1. Ensure welcoming reception services for the parish office. Recruit, train, schedule, and oversee volunteer receptionists.
2. Develop and evaluate reception procedures, i.e. scheduling appointments, recording Mass intentions, signing for UPS, FedEx, and other deliveries.
3. Ensure that requests received in person, by telephone, or by email are directed to appropriate staff or program volunteers.
4. Maintain and improve the parish calendar, website, social media, and Flock Note platforms and other technologies.
5. Ensure timely submission of the weekly bulletin, prepare announcements for weekend Masses.
6. Sort and distribute parish mail daily.
7. Manage Purchase Order process. Oversee inventory and approve ordering of office supplies.
8. Maintain phone message system, postage meter, copier and other office equipment. Interface with technical support provider.
9. Provide administrative support for the Pastor, parish staff, and program leaders. Lead the preparation and mailing of letters or other correspondence to parishioners.
10. Process requests for sacramental certificates and records. Update sacramental registers with information received from other parishes and dioceses.
11. Ensure compliance with the diocesan schedule of national and special collections; maintain supply of associated special envelopes.

12. Participate in regularly scheduled staff meetings. Upon request attend Parish Council and Finance Council meetings.
13. Coordinate with bookkeeper the timely processing of staff time sheets, bills, oversee office budget and preparation of annual budget.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High School Diploma.

Experience: Two or more years of increasingly responsible clerical and management experience; parish experience preferred.

Skills / Knowledge: Practicing Catholic with basic knowledge and understanding of the Catholic Church; proficient in Microsoft Word, Excel, Adobe, and Outlook; familiarity with ParishSOFT software and OSV Giving programs helpful; excellent phone and email skills; good organizational skills; ability to maintain confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form; ability to work with and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; ability to work in a team-oriented environment; ability to handle multiple assignments consecutively; ability to prioritize workload and take initiative.

Rate of Pay: \$23.09 - \$31.45 hr, Commensurate with Experience

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE