

Parish Office Manager

Holy Comforter Episcopal Church, Tallahassee, FL

ROLE SUMMARY

The Parish Office Manager assists the Rector and Vestry in the administration of the parish, including (but not limited to) management of the parish's files, records, and reports; its physical and financial resources; and its personnel. By keeping our church running smoothly, the Office Manager enables and supports its ministry.

KEY RESPONSIBILITIES

- Maintain accurate, up-to-date, well-organized and secure records and files of the congregation
- Prepare and submit official reports for the national church, diocese, and congregation
- Oversee the daily upkeep of facilities and grounds to ensure they stay clean and ready for scheduled events
- Serve as the purchasing agent for office supplies and equipment, negotiating cost-effective pricing
- Coordinate the daily work of the Sexton and Office Volunteer Team
- Schedule the daily functions of the congregation (e.g. maintenance of the church calendar, scheduling of events, space allocation and reservations)
- Maintain accurate, confidential, and up-to-date personnel files on parish employees (e.g. background checks, Safe Church certificates, lay ministry licensure, leave balances, etc.), as needed
- Help the Rector to maintain, review, and update personnel policies annually
- Route invoices and receipts to the Finance Manager within two business days and reconcile petty cash monthly
- Function as a liaison to the Diocese, school, and other community partners, as assigned
- Welcome visitors, answer phones/email, and embody hospitality to all
- Embody attitudes and values which are a credit to the church and further its good reputation
- Fulfill other related administrative and organizational duties, as required by the Rector

QUALIFICATIONS & SKILLS

- A growing relationship with Jesus Christ and a heart for building up His church
- Relates well to all kinds of people, builds effective relationships, communicates effectively interpersonally, and shows emotional intelligence
- Servant-hearted and a good "team player"

- Associate's degree (or equivalent) plus 2 years administrative experience (church or nonprofit preferred)
- Proficiency with Office/Google Workspace tools and quick to learn new church management platforms
- Comfortable with computers and able to navigate social media
- Ability to be a team leader and supervisor of office volunteers
- Knowledge of basic financial management principles and practices
- Ability to maintain confidentiality
- Excellent organizational skills with the ability to plan, prioritize and coordinate tasks; organize time wisely; manage multiple projects; and take projects from beginning to end
- Proven ability to work independently, take initiative, and do creative problem solving
- Eager to learn, committed to professional development, and able to accept constructive criticism and feedback
- Valid driver's license

GENERAL WORKING CONDITIONS

- Ability to endure frequent, prolonged periods including (but not limited to) sitting, standing, bending, stooping, kneeling, reaching, grasping, climbing, walking, and using hands
- Ability to see, talk and hear; specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus
- Must be able to lift up to 45 pounds at a time
- Holy Comforter Church is a smoke free, drug free workplace
- Weapons are not allowed on church grounds

Paid Position: Part time (~15-20 hours per week); Salaried/exempt status; Salary commensurate with experience

In-person Office Hours: Work is on site, hours TBD

Reports to: the Rector

Oversees: the Sexton

To Apply: Send your resume to admin@hc-ec.org