

JOB DESCRIPTION

Office Manager

Reports To: Pastor/Parish Administrator
Creation or Last Review date June 2026

Schedule: Monday through Thursday, 8 hours/day. Must be available for occasional travel as needed, using all modes of transportation. 32 Hours per week.

Location: This is a fully in-person position based at the parish office. The duties of this role require on-site presence.

To perform this job, an individual must be able to perform each essential duty satisfactorily and possess the qualifications and competencies outlined herein. The information contained in this description is representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFORMANCE TO ARCHDIOCESE MISSION, VISION, PRIORITIES, AND PRINCIPLES

In the performance of their respective tasks and duties all employees are expected to actively demonstrate and support our church's mission, vision, and values. In addition, employees are expected to:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, and members of the community.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

POSITION PURPOSE:

The Office Manager oversees the daily administrative operations of the parish office and supports the mission of the Catholic Church by providing organized, professional, and welcoming service to parishioners, staff, clergy, and visitors. This position manages office procedures, parish records, communications, scheduling, and administrative support while maintaining confidentiality and fostering a faith-centered environment. Office Manager supervises the work of the Office Assistant.

ESSENTIAL FUNCTIONS:

Administrative Operations

- Manage daily parish office operations and maintain regular office hours.
- Serve as the primary point of contact for parishioners, visitors, vendors, and community inquiries.
- Coordinate office procedures, supplies, equipment maintenance, and filing systems.
- Maintain parish calendars, and Pastor's meeting schedules
- Works with Facility Manager with facility use requests, and event coordination.
- Prepare correspondence, reports, forms, and parish communications.

Parish Records and Sacramental Administration

- Maintain accurate parish records, including sacramental registers for baptisms, first communions, marriages, confirmations, and funerals.
- Process sacramental certificates and related documentation.
- Ensure confidentiality and proper retention of parish records in accordance with diocesan policies.

Administrative Support

- Coordinate with finance staff, volunteers, and parish committees.

- Maintain databases and parish management software systems.
- Works with Office Assistant proofreading the bulletin for content and grammar.

Communications

- Answer phones, emails, and correspondence in a timely and professional manner.
- Coordinate communication with parish ministries, volunteers, and diocesan offices.

Support for Pastor

- Provide administrative support to the pastor.
- Assist in scheduling liturgies, meetings, weddings, funerals, and ministry activities.
- Support volunteers and ministry leaders with administrative needs.
- Office Manager supervises the work of the Office Assistant.

SECONDARY DUTIES

- Other duties as assigned

JOB QUALIFICATIONS: MINIMUM KSA'S (KNOWLEDGE, SKILLS, AND ABILITIES) REQUIRED FOR PLACEMENT IN POSITION

Education: High school diploma required; associate or bachelor's degree preferred.

Prior experience: Minimum 2-3 years of office management or administrative experience. Experience in a church, nonprofit, or faith-based environment preferred.

Other Key Competencies:

- Strong customer service orientation with both internal and external contacts.
- Sound judgment, able to remain cool under pressure.
- Excellent organizational and time management skills.
- Teambuilding skills; development and maintenance of positive interpersonal relationships
- Strong oral communications, presentation skills, writing ability
- Fluent (read/write/speak) in English language
- Problem solving and critical thinking skills
- Interpersonal skills –displays a high level of tact, diplomacy, and professionalism
- Planning/organizing –plans work activities and uses time efficiently.
- Quality control –demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability –adapts to changes in the work environment, manages competing demands and frequent change, delays, or unexpected events.
- Resourcefulness – ability to seek out and use cutting edge resources (products, training, etc.) to ensure the job is being done as efficiently as possible.
- Proficient use in operating a computer.
- Respect for and willingness to support the mission, teachings, and values of the Catholic Church.
- Ability to interact professionally and compassionately with parishioners and staff.
- Commitment to ethical conduct and confidentiality.
- Proficiency in Microsoft Office, Google Workspace, database systems, and office equipment.
- Strong organizational, communication, and multitasking skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Friendly, professional, and service-oriented demeanor.

PHYSICAL ACTIVITY/DEMAND

Representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable people with disabilities to perform the described essential functions.

Indicate frequency for each activity:

(C)onstantly=the physical demand is required throughout the day; very little time spent not doing the activity

(D)aily=the physical demand is required daily, but not constantly throughout the day

(F)requently=the physical demand is required weekly, including multiple times each week

(O)ccasionally=the physical demand is required less than weekly

(N)one=Not a requirement within the position.

FREQUENCY	PHYSICAL ACTIVITY/DEMAND
C	Sustain mental and visual focus on documents, computer screen, or roadways/traffic;
D	Perform sequential reasoning; employ critical thinking skills in problem solving
D	Use/speak on the telephone or similar communication device. Use a headset.
D	Operate copiers, fax machines, calculators, computers, and computer keyboards
O	Make group presentations. Speak before internal and/or external groups.
N	Engage in business travel, in-state, out-of-state, using all modes of transportation
D	Maintain a regular work schedule and report for work at designated facility or other assigned work location(s).
O	Climbing: Ascending or descending stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
O	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount and kind of balancing the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
F	Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
O	Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	Crouching: Bending the body downward and forward by bending leg and spine.
O	Crawling: Moving about on hands and knees or hands and feet.
F	Reaching: Extending hand(s) and arm(s) in any direction.
O	Standing: Remaining upright on the feet, particularly for sustained periods of time.
O	Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
O	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
O	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
O	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
C	Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
F	Grasping: Applying pressure to an object with the fingers and palm.
O	Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
D	Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.

D	Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound.
D	Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.

PHYSICAL REQUIREMENTS	
X	___ Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	___ Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
	___ Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
	___ Heavy work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	___ Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently and/or in excess of 20 pounds of force constantly to move objects.

The VISUAL ACUITY REQUIREMENTS - including color, depth perception, and field of vision	
X	___ The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
	___ The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
	___ The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
	___ The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

WORKING CONDITIONS, the worker will be subject to in this position	
XX	None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office settings).
	The worker is subject to variable environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
	The worker is subject to outside environmental conditions: No effective protection from weather.
	The worker is subject to both environmental conditions: Activities occur inside and outside.
	The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts,

