



Christ Episcopal Church in Needham seeks energetic and poised part-time Office Manager. The Office Manager is a team player who anchors administrative operations and communications. As the point of first contact for our members and the wider community, this person nurtures a welcoming and orderly culture in a past faced environment. The Office Manager works creatively and collaboratively as part of a professional team of five, including a Rector, Facilities Manager, Music Director, Children's Programming Coordinator, and Bookkeeper, and supports & coordinates staff & volunteers to advance our mission. Our Office Manager is a service-oriented problem solver who integrates daily operational workflow with responsive support for staff and community members. This highly organized person possesses excellent communication and people skills. The Office Manager anticipates calendar and organizational needs and helps us to plan accordingly. Interest in mission-driven organizations is a plus.

Technical skills: MS Office suite, Google suite, and a variety of communications, web hosting and social media platforms.

This is a part time position on-site 5 days/week September through mid-June, averaging 25 hours/week; 4 days/week June through August (Fridays off) averaging 20 hours/week.

Starting wage range is \$22-27/hour, depending on experience. Benefits include: 5 sick days, 2.5 weeks PTO, 12 paid holidays, and 3 unpaid personal days. After one year of employment, the employer contributes 5% into a 403B and matches up to 4%. We are a family-friendly work environment.

Please email resumes to Ali Heard at [office@ccneedham.org](mailto:office@ccneedham.org). Thank you!