



## Office Manager Job Description

St. James's is a progressive, welcoming, and vibrant faith community of many races, cultures, national, political, socio-economic and theological backgrounds (across many ages). We rejoice in our diversity as an expression of the beloved community and seek to value each individual as we also seek unity in Christ. We live out our faith through joy-filled worship and just engagement in the world for its transformation.

The Office Manager primary responsibility is to organize and run the church's office. This includes the creation of paper and electronic documents, the organizing of paper and electronic files, responding to emails and phone calls, organizing and communicating schedules of activities, and also coordinating communication and paperwork with building tenants, other building condo owners, and renters.

### Responsibilities:

- To produce worship materials in paper and electronic formats, including Sunday worship bulletins and other seasonal worship leaflets, as well as those for funerals and other special services.
- To create the weekly Youtube link for online worship and place it on the parish website.
- To produce under the supervision of the clergy a weekly electronic newsletter using Mailchimp and regular postings.
- To maintain and manage parish databases, including updating membership lists and mailing lists, and producing a regularly updated parish directory.
- To update the website with current events and other accurate information.
- To assist in the production of occasional all-parish mailings.
- To maintain parish bulletin boards.
- To maintain the parish welcome table.
- To respond to questions from the public or from parish members with pastoral sensitivity and attention to pastoral detail.
- To check voicemail and email daily and respond as appropriate.
- To receive and sort US Mail.
- To handle newsprint transcriptions, baptismal certificates, diocesan forms, and annual reports.
- To manage and maintain parish digital and paper filing systems including the scanning of files for digital archiving.
- To coordinate office equipment maintenance in consultation with the property committee and/or wardens as necessary.
- To order office supplies as needed.
- To attend weekly Tuesday morning staff meetings and regular supervisor sessions.
- To communicate and coordinate with tenants and renters including the oversight of contractual agreements, the weekly building use calendar, the dissemination and oversight building access devices such as fobs, and ensuring industrial kitchen protocols are met.
- To oversee the church's Safe Church policies including ensuring that all criminal records checks and church safety trainings to protect children and vulnerable adults are completed as mandated by the Episcopal Diocese of Massachusetts.
- To cooperate as a team member in performing duties as requested.
- Other office responsibilities as assigned by the Rector.

**Desired Qualifications:**

- Self-starter with an ability to organize systems and work swiftly.
- Social skills to warmly converse and set limits with an array of peoples.
- Understanding of modern office procedures, methods, and computer equipment.
- Strong skills in English usage, spelling, grammar and punctuation.
- Comfort with and a willingness to learn electronic and online tools including but not limited to:
  - G-Suite tools such as Google Docs for word processing and content creation and Google Calendar for scheduling and reference
  - Google Drive and Dropbox for online file storage
  - Mailchimp for online newsletter communication
  - Squarespace for website management
  - Realm for database management
  - Youtube for online worship offerings
  - Zoom/Google Meet for online meetings
- Familiarity with the Episcopal Church

**Hours:** While there is some limited ability to negotiate around this, the expected hours for this position are Tuesday to Thursday, 10 am to 3 pm

**Compensation:** This part-time position is fifteen hours per week starting at \$22.00 per hour.

**Apply:** Send resume and references to the Rev. Matthew Stewart at [matt@stjamescambridge.org](mailto:matt@stjamescambridge.org)

*Desired start date: December 1, 2024.*