Office Manager
Employee Status: Part-time, open-ended letter of agreement
Hours: Approximately 20 hours per week; Monday through Friday during business hours; in-person only.

Christ Church is an Episcopal parish in Northern Virginia, established in 1773. We embody God’s unbounded love by embracing, liberating, and empowering people, whoever they are and wherever they find themselves on the journey of faith.

Job Overview
The office manager of our busy parish is a lay position responsible for helping with the daily functions of maintaining and running the staff offices of the parish. The position reports directly to the rector and works closely with all members of the staff team.

Responsibilities and Duties
- Maintaining relationships with office equipment contractors (phones, copiers, computers)
- Onboarding new employees and other light HR
- Maintaining public-facing voice mail messages and inbox
- Scheduling and training our volunteer receptionists
- Ordering and organizing office supplies

Qualifications
Confidentiality. Though this is not a pastoral position, the office manager will be around private pastoral conversations and situations.
Compassion. Our reception desk is visited regularly by people in distress. This position requires kindness and compassion to people in troubling circumstances while also following our safety and care protocol.
Organization. We have many staff members and many moving parts. Our office manager will be able to confidently juggle several pieces of input and information to help us stay on top of our work.
Communication. Our office manager will need to be able to communicate in spoken and written English thoughtfully and clearly with staff, parishioners, and visitors and employ patience until we all understand.
Computing. A large part of our office work is done via computer. Comfort with email, web searching, database usage, word processing is necessary. Prior knowledge of Canva and Microsoft products is helpful.

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Spanish proficiency is helpful
High school diploma or equivalent required

Christ Church is an equal opportunity employer.
Applicants of any religion or no religion are invited to apply.

If this position seems like a good fit, we would love to hear from you. Please email a resume and cover letter to rector@ccalex.org. No calls please.