Sacred Heart Catholic Church - Boise

Job Description

POSITION: **Office Manager**

APPOINTED BY: Pastor, Administrator or Parish Life Director

RESPONSIBLE TO: Pastor, Administrator or Parish Life Director

COLLABORATES WITH: Parish, School, Diocesan staff, Ministry Leaders

STATUS: Non-Exempt, Full-Time (35-40 Hours per Week)

Primary Function: The primary function of this position is to serve as a skilled resource and aide to the parish office by providing necessary services to the pastor, staff, ministry groups and to those who seek assistance from the office.

Required Education, Knowledge, Skills and Abilities:

- High school diploma; Additional education including post-secondary education in Business Administration or Computer Applications desirable
- At least five years successful experience in office positions possibly in a bilingual environment
- Understanding of the Catholic Church and its teachings
- Awareness and understanding of pastoral work and issues
- Strong organizational and interpersonal skills essential
- Ability to retain information and open to training
- Detail-oriented; responsible for assigned work
- Strong teamwork skills; flexible, collaborative, and willing to learn; good problem solving skills
- Ability to maintain a high level of confidentiality around personnel, business matters, and financial information
- Excellent Communication skills
- Proficient with MS Word, Excel and Outlook; Google Docs and Canva is a plus
- Ability to work with computerized database systems (Camino).

Essential Duties and Responsibilities:

- Office Correspondence - Incoming and outgoing mail and emails. Initiate letters, emails, certificates and cards for the pastor, parishioners or staff, i.e.: Active parishioner, updated baptismal certificate, get well, thank you, feast and/or jubilee cards, etc.
- Phone Coverage - Accept and screen all calls for the pastor and staff where appropriate. Place and return calls.
- Office Visitors/Appointments - Greet guests who arrive in the office area and assist them as needed.

- Meetings – Maintain the agenda for staff meetings. Take minutes at staff, Finance Council and other meetings as requested by the pastor.
- Funerals – Coordinate funeral planning with the pastor, family and funeral home.
- Columbarium – Provide information and complete paperwork as necessary.
- Maintenance of:
  - Office Calendars, including Deacon/Priest Calendar
  - Priest Appointments, travel arrangements if needed
  - Parishioner Database (Camino)
  - Mass Intention Online System
  - Parish Website
  - Facility Rentals
  - Office/Kitchen Equipment – i.e. Copier Maintenance & Lease, Phone System, Coffee Maker, etc.
  - Rectory Household, including pastor transitions
  - Updates to the Sacramental Registers
  - Office/Kitchen/Church Equipment & Supplies
- Parish Communications:
  - Bulletins
  - Parish Email
  - Pulpit Announcements
  - Narthex TV
  - Prayers of the Faithful
  - Bulletin Boards/Kiosk (Narthex)
  - Sacred Heart School
- Coordinate the following Ministries:
  - Office Volunteers
  - Social Media
  - Bench Supper
  - Coffee Hours
  - Parish Events – i.e. Festival, Reconciliation services, etc.
- Assist in any way directed by the pastor in furthering the goals and mission of the parish.