

St. James Church, McMinnville, OR
Job Description
November 2017

Title: Office Manager

Specific Responsibilities:

- Follow all parish office procedures and policies.**
- Observes discretion regarding confidential matters.**

A. Receptionist:

- 1.) Warmly and professionally greets and receives individuals or groups at parish office and on the telephone, providing assistance or referrals elsewhere (i.e., other agencies or staff members) as appropriate.
- 2.) Oversees the scheduling of parish facilities/fields, Mass requests; the parish calendar, and administration of the parish activities.

B. Office Manager:

- 1.) Sorts mail, periodicals, and deliveries. Handles and/or assists with bulk mailings.
- 2.) Maintains parish records and files.
- 3.) Coordinates and creates weekly parish bulletin; assembles inserts.
- 4.) Assists the counting committee chairperson with parish registration records, updates, and mailings.
- 5.) Operates and ensures maintenance is done on a variety of office machines such as postage meter and copy machine.
- 6.) Orders and maintains supplies for the parish office and the Sacraments.
- 7.) Maintains and updates Internet e-mail and website.
- 8.) Oversees rental and scheduling of the parish hall, kitchen, sanctuary and gym.
- 9.) Assists in data entry, mailing lists, schedules, and processing.
- 10.) Maintains and communicates correspondence for parish councils and committees.
- 11.) Maintains St. James Cemetery records.
- 12.) Works in collaboration with ministerial staff to further the mission of the parish.
- 13.) Works with the Business Manager to assist in the administrative aspect of the parish.
- 14.) Assists with planning, scheduling, and monitoring maintenance and repair projects
- 15.) Acts as a lead person on telephone and alarm system, safety integration for church
- 16.) Orders and maintains inventory of janitorial supplies
- 17.) Assists with parish and school translation needs.
- 18.) Other duties as needed or assigned.

Collaborates With:

Archdiocesan staff, Administrative Council, Cemetery Association, Good Shepherd in Sheridan and St. Michael in Grand Ronde volunteers, Pastoral Council, School Advisory Council, Parents Club, Counting Committee, Banking relations, Endowment Committee chairperson(s).