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**POSITION TITLE: Parish Office Manager**

**Opening Date:** October 30, 2018

**Closing Date:** November 30, 2018

**Location of Job:** St. Mary, Star of the Sea Catholic Church

**Location Address:** 1465 Grand Ave, Astoria, Oregon 97103

**Position:** Full time

**Position Summary:**

St. Mary, Star of the Sea Parish, Astoria in Oregon is looking for a full-time Parish Office Manager. The individual for this position represents the parish community both within and outside the office and is the first-warm-welcoming-face and voice encountered by persons seeking parish services.

The Office Manager executes vital parish administrative, pastoral and business duties and responsibilities which essentially ensure efficient functioning and coordination of parish spiritual programs, ministerial activities and finances.

**Primary Responsibilities:**

1. Oversees parish office activities.
2. Trains and supervises paid and volunteer office staff. Trains Staff and volunteers on Archdiocese of Portland Child and Youth Protection Safe Environment, ensures compliance, keeps and safeguards the records and reports and coordinates with the Archdiocese Child Protection Office.
3. Serves as a resource of information, communication and coordination to/with staff, parishioners, parish councils/committees/organizations, other parishes, Archdiocese Pastoral Center and Institutions, and community/public at large.
4. Oversees and administers parish finances. Report and advice to the pastor, meet regularly with him on pastoral, business, and administrative matters that concerns and affects the parish and its physical property/facilities.
5. Screens calls, answers questions, and resolves problems within scope of authority and responsibility.
6. Acts as the First –Warmly – Welcoming-Face of the Parish, greets and receives parishioners and visitors to parish and directs to appropriate offices or agencies.

7. Handles various administrative procedures within the parish and ensures the parish is in compliance with the archdiocese policies regarding temporalities.
8. Assures maintenance of efficient, effective office record keeping systems and parish safety programs.
9. In liaison with Archdiocese Personnel Management Office, office manager maintains Insurance and paid- staff work compensation benefit files and ensures that all employees receive necessary enrollment forms for health coverage and 403(b) TSA.
10. Maintains church records for baptisms, funerals, weddings, new parishioner registration and financial contribution records. Provides copies to parishioners and others upon request.
11. Interfaces and communicates with members of the parish, other parishes, Archdiocese Pastoral Center, civil/ public institutions and community at large.
12. Types correspondence, reports, and news releases concerning parish events from rough drafts, notes and/or general instructions.
13. Responsible for editing and typing of the weekly parish bulletin, parishioners' birthdays, and any liturgical/seasonal cards/editions.
14. Maintains accurate and up-to-date rosters, mailing lists, schedules, and minutes of meetings.
15. Schedules and records Mass Intentions.
16. Manages the leases for parish property. Schedules and rents parish facilities and maintains an accurate Master Calendar.
17. Ensures that letters of welcome are sent to new parishioners.
18. Composes and types correspondence on matters not requiring personal response from pastor or other Church official.
19. Assures all incoming mail is received and distributed in a timely manner. Assures that outgoing mail is taken to the post office on a daily basis.
20. Provides information for payroll processing according to the policies of the archdiocese of Portland and civil law.
21. Reconciles parish bank statements. Oversees bank deposits and assures that check requests are prepared in an accurate, timely manner. Responsible for petty cash fund.
22. Serves as staff liaison to Parish Pastoral and Parish Finance Councils. Assists in preparation of annual budget proposals by key parish ministries.
23. Schedules appointments and makes arrangements for meetings, conferences, and travel.
24. Maintains proper inventory of church, office, pastoral, and parish organization supplies and equipment.
25. Attends parish staff meetings, but not limited to, acting as recording secretary when needed.
26. Maintains a strict level of confidentiality on all matters sensitive and relating to parish pastoral, administration and business.
27. Performs other work-related duties as may be requested or unavoidable situation.

**Required Knowledge, Skills and Abilities:**

- Demonstrated communication skills (verbal and writing), computer, internet and social media literacy
- Professionally presentable
- Creative, reasonable, use independent judgment and take action to solve problems
- Handle presentations
- Ensure policy and legal compliance
- Highly developed interpersonal skills and ability to maintain confidentiality
- Proficiency with PC software and internet, knowledge of accounting principles and practices (QuickBooks), calculator and all basic office equipment is required.
- Flexible, able to supervise and work as a team, and constantly consult with the pastor
- Demonstrated ability to set priorities and organize work effectively and efficiently
- Ability to compose correspondence, minutes and/or reports
- Excellent public relations representative for the pastor and parish community

**Minimum Qualifications:**

- College degree
- Three years demonstrated successful office secretarial/administrative business management experience required
- Must be a practicing and active member of a Roman Catholic church/ faith community, have knowledge of and be compatible with the teachings and mission of the Catholic Church, as well as in Western Oregon

**Please send a cover letter with at least two references, resume, and application by mail, email or drop into the office before/on November 15, 2018:**

**St. Mary, Star of the Sea Catholic Church  
1465 Grand Avenue, Astoria, OR 97103**

**Email: [amyr@stmaryastoria.com](mailto:amyr@stmaryastoria.com)**