



St. James's Episcopal Church

1991 Massachusetts Avenue
Cambridge, MA 02140

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. 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.

We welcome your application as we search for a new Office Manager.

Responsibilities:

- To provide consistent presence in office 10 AM to 2 PM, Tuesday through Friday. (*Some variation to accommodate schedules may be possible.*)
- To produce worship materials, including Sunday worship bulletins and other seasonal worship leaflets, as well as those for funerals and other special services.
- To produce under the supervision of the clergy a weekly electronic newsletter and regular postings and basic re-organization as needed on the website, upgrading skills as necessary to handle new communications media.
- To coordinate the building-use calendar on the website and maintain staff calendar on Google Suite.
- To coordinate and schedule all worship volunteers, and send timely reminders to volunteers.
- To post up-to-date three-month liturgical schedules on Google Suite, and, when new parish house is built, oversee posting of information on bulletin boards.
- To maintain & manage parish databases, including updating membership lists and mailing lists, and producing regularly updated parish directory.
- To assist in production of occasional all-parish mailings.
- To serve as receptionist and office staff in responding to questions from the public or from parish members with pastoral sensitivity and meticulous attention to pastoral detail.
- To provide direct customer (internal and external) service or contact, by phone, in person, and through correspondence.
- To process incoming and outgoing mail.
- To maintain confidentiality in handling personnel and medical records, job offer and salary letters, workers' compensation medical and financial information, and all other confidential correspondence under the supervision of the rector.
- To handle CORI forms, newsprint transcriptions, baptismal certificates, diocesan forms and parochial and annual reports.
- To coordinate office equipment maintenance in consultation with property committee chair and/or wardens as necessary.
- To manage and maintain parish digital and paper filing system as well as organizing and stocking office supply closet and maintaining physical office organization.
- To recruit and coordinate parish volunteers as necessary to accomplish the tasks outlined above and cover vacation and other planned absences of the office manager.
- To cooperate as a team member in performing duties as requested.
- To attend weekly staff meetings and regular supervision.

Qualifications:

- Business letter writing and basic report preparation techniques.
- Modern office procedures, methods and computer equipment.
- Electronic skills in website management and up-to-date software and social networking software skills. Principles and procedures of digital and paper record keeping.
- Customer service techniques.
- English usage, spelling, grammar and punctuation.

Compensation: This part-time position is sixteen hours per week starting at \$15.00 per hour.

Apply: Send resume and references to the Rev. Matthew Stewart at matt@stjames-cambridge.org