

Office Manager

St. John Fisher Catholic Church

Richmond, Texas

Summary:

The Office Manager (OM) maintains a warm, welcoming, professional and orderly office atmosphere for parishioners and others who call or visit the church. Reporting to the Pastor, and coordinating with the External Manager, the OM is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of St. John Fisher in Richmond TX (SJF) for smooth, efficient operations and overall internal management of the parish office including coordinating, directing and executing all duties, tasks, and responsibilities outlined in the Job Description, including responding to all telephone and in-person inquiries and visits with courtesy and tact (in the absence of the secretary or receptionist); completes all annual, monthly and weekly tasks in an efficient and timely manner; oversees that all personnel and volunteers are compliant with the safe-environment training program; ensures updates on website gets done. Working closely with the Pastor and the External Manager, and all church staff, volunteers and ministry heads provides support services for all church operations. Starting salary is \$30,000. Position includes benefits.

Position Status: Full-Time

Requirements: Bachelor's degree desired. English/Spanish fluency a must.

Send resumes to office@stjfisher.com or call (281) 342-5092.