



Office Manager

Job Description

The Office Manager performs secretarial and administrative tasks, is responsible for the overall efficient operation of the Parish Office, and acts as the face of St. Xavier Church, greeting visitors and welcoming new parishioners.

Essential Job Responsibilities

- Performs a full range of secretarial/administrative duties, including but not limited to reception desk duties, scheduling, typing, data entry, and filing
- Welcomes and assists all visitors
- Answers and directs incoming telephone calls and addresses all general email correspondence
- Manages the scheduling and coordination of appointments and events in the Parish Center and the church (e.g. meetings, receptions, baptisms, funerals)
- Provides, or makes provision for, supervision of Parish Center activities
- Makes arrangements for staff celebrations and special parish events (e.g. monthly fellowship gatherings)
- Provides clerical and administrative support to all the St. Xavier staff
- Maintains efficient filing and storage systems for the parish (e.g. recording of marriages, baptisms, funerals, new parishioners, financial contributions, weekly collection envelopes/on-line donations, and archiving of old records)
- Organizes and facilitates the smooth and efficient operation of the office
- Manages weekly calendar of tasks for maintenance staff
- Monitors and maintains an appropriate inventory of supplies, equipment, and reference materials
- Operates and assists others in operation of office machines and equipment; responsible for maintenance and/or repair of same
- Acts as primary contact for fire and intrusion alarm monitoring company (currently Sonitrol) and coordinates opening and closing schedule of church doors
- Obtains Holy Day and Holiday schedules from the Archdiocese
- Distributes mail and other related materials
- Trains secretarial and clerical volunteers
- Performs other duties as assigned by the Pastor

Skills, Knowledge, and Abilities

- Must possess excellent written and verbal communication skills
- Must present self in a confident, friendly, professional manner
- Must be able to maintain confidentiality in a spiritual and professional manner
- Must be able to adapt to difficult or challenging situations
- Must be able to organize, perform, and supervise clerical work
- Must be proficient in Microsoft Office
- Should be able to integrate and adapt to emerging technologies
- Must be familiar with Google Drive, Google Docs, etc.

Education, Training, or Experience

- High school diploma or equivalent
- Additional training/skills in secretarial and administrative tasks
- 3-5 years of experience in general office and business procedures

Working Environment

- Operating hours are normally Monday - Friday 8:00 AM to 4:00 PM
- Position requires some irregular hours and evening and weekend work
- The Office Manager will work at the reception desk in the Parish Center

Employees of St Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St Xavier Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.