

Grace Episcopal Church
Temporary Office Manager Job Description

Summary Position Description:

Grace Church is seeking a Temporary Office Manager who will help maintain and improve basic office function in a hybrid remote/in-person during the ongoing COVID-19 pandemic and recovery from the Glass Fire.

Reports to: Rector

Supervises: Custodial staff, events coordinator and office volunteers

Coordinates with: All other staff and volunteers

Expectations:

- Minimum Bachelors' degree and work experience in a related field.
- Excellent "people" skills, including proven experience interacting with the public, supervising staff and managing the work of volunteers.
- Clear written and oral communication and comprehension, possessing ability to use correct grammar and punctuation, to edit and present error-free documents.
- Conversational skills and basic literacy in Spanish strongly preferred.
- Strong problem solving, critical thinking, analytical and organizational skills, including the willingness and ability to proactively address problems that may arise.
- Ability to work productively in an environment with multiple interruptions and distractions and to plan for and keep track of multiple projects and deadlines.
- Strong computer/tech skills, including excellent facility with MS Office and Adobe products, Google, databases, and cloud-storage platforms.
- Compliance with all Episcopal Diocese of Northern California Safe Church policies.
- Compliance with all applicable sections of Grace Church's Employee Handbook.

Essential Duties:

Admin, Finance, and General Operations: *Assist in carrying out operations in an appropriate, safe, and cost-effective way in accordance with parish values.*

Sample duties include:

- Manage Grace Church's office and administrative operations, including monitoring and appropriately channeling all incoming communication and outgoing communication as requested.
- Process payroll and other expenses using established online systems. Provide support as requested to the treasurer, bookkeeper, and finance secretary in ensuring timely and accurate recording and reporting of financial data.
- Order supplies; oversee relevant areas of the budget
- Support the rector and personnel committee in HR documentation and compliance

- Oversee preparation of worship bulletins, inserts and ministry features scheduled for Sunday morning, including inputs for digital worship.
- Convene and take minutes at staff meetings and other meetings as requested.
- Provide general administrative support as able (phones, mail, calendar, events, database, communications, office supplies, purchase orders, general ministry and visitor questions) to staff and collaborate with staff and volunteers as needed.

Facilities and Events: *Assist in maintaining a well-maintained, clean, safe and hospitable environment on Grace's campus, and the smooth operation of events.*

Sample duties include:

- Maintain the master schedule of meetings and events on campus and on the church's electronic platforms (Zoom, Livestream).
- Maintain the master list of keys/access codes and ensure procedures regarding access are followed.
- Refer buildings and grounds emergencies and repair issues to the Jr. Warden.
- Refer inquiries about building use and one-time rentals to the Events Coordinator; supervise the events coordinator.
- Manage the work and schedule of housekeeping staff for regular and special events cleaning, maintenance, and set-up.

Compensation and Hours: Part-time; Hourly, \$30-\$40/hour, commensurate with experience. Expected to be 18 hours/week. Benefits per the Grace Church Employee Handbook.

Date _____
Temporary Office Manager

Date _____
The Rev. Amy Denney Zuniga
Rector