The Episcopal Church of the Ascension | Parish Office Manager | Full-Time

The Episcopal Church of the Ascension is seeking a warm, organized, and detail-oriented **Parish Office Manager** to serve as a central hub of parish life. This full-time position supports clergy, staff, parishioners, and ministry leaders by ensuring that daily operations, communications, worship logistics, and shared spaces are well coordinated and welcoming. This role is ideal for someone who enjoys administrative work, clear communication, and helping a faith community stay connected and organized.

Primary Responsibilities

Office Administration & Hospitality

- Serve as a welcoming first point of contact for parishioners, visitors, and vendors
- Manage daily office operations, including phone coverage, scheduling support, and supplies
- Maintain the parish-wide calendar and ensure smooth coordination and consistency for events and facility use, in collaboration with the Parish Life Coordinator and Sexton

Communications

- Produce and manage parish communications, including: weekly e-newsletter, weekly announcements, Sunday bulletins, website updates, social media and printed materials
- Maintain a consistent, clear, and inviting parish voice across all forms of communication
- Work with clergy and ministry leaders to promote worship services, events, and programs

Worship & Special Services Support

- Assist with worship scheduling and logistics in collaboration with clergy
- Prepare service bulletins for Sundays, feast days, and special liturgies
- Support weddings, funerals, baptisms, confirmations, and other services
- Provide families with forms, instructions, and clear communication

Facilities & Staff Collaboration

- Communicate building needs and scheduling changes to the Sexton
- Provide administrative and communications support to clergy and staff
- Work closely with the Finance & Database Officer

Schedule & Benefits

Hours

- Monday–Thursday: 8:30 a.m.–4:30 p.m.
- Friday: 8:30 a.m.–1:30 p.m.

Benefits

- Health insurance
- 403(b) retirement plan

Qualifications

- Committed Christian with a mature faith
- Strong administrative, organizational, and communication skills
- Takes initiative and proactively identifies ways to support parish life
- Comfortable with office software, digital tools, social media; willing to learn parish systems
- Calm, collaborative, and able to manage multiple responsibilities
- Exercises good judgment and maintains confidentiality

Application Process

- Qualified candidates should submit a cover letter and resume to the Rev. Jack Alvey, Rector at jack.alvey@ascensionepiscopal.org.