

JOB DESCRIPTION

Diocese of Orange, La Purisima Church

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Approved By: Father Martin Nguyen

Approved By:

POSITION TITLE: Office Manager

JOB CLASSIFICATION: Non-exempt.

DEPARTMENT: Administrative

REPORTS TO: Pastor

SUPERVISORY RESPONSIBILITY:

Two Part-time office receptionists and one custodial person

INTERNAL/EXTERNAL CONTACTS: Staff at La Purisima Church

SUMMARY OVERVIEW:

This position is essential to manage the office of La Purisima, performing general office and receptionist duties, meeting and greeting parishioners and visitors who speak Spanish and/or English. This individual must be practicing his or her Roman Catholic Faith.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Properly and promptly greets all parish/office visitors and directs them appropriately.
 - a. Speaks to visitors in person or by phone in a Christian manner.
 - b. Understands that this is an opportunity to minister (Daily).
2. Ensures that phones are answered promptly; messages replied to timely; and emails are responded to promptly.
3. Maintains the Parish Master Calendar; coordinates and schedules meetings and events; and schedules meeting rooms.
 - a. Schedules funerals, baptisms and quinceneras.
 - b. Assists parishioners with scheduling mass intentions.
 - c. Assists parishioners with scheduling appointments for clergy.
 - d. Communicates facility use for church, ministries, and communities.
4. Maintains Parish records and files, including sacraments and donations, ensuring that such records are safeguarded.
5. Prepares Weekly Bulletin (online and printed versions).
 - a. Accepts Bulletin announcements.

6. Works with support staff, ministries, school, and all parish communities (English, Spanish, Vietnamese, Filipino and other races) as directed.
 - a. Assigns direct reports to assist the Business Manager with miscellaneous bookkeeping activities as needed.
7. Meets with Pastor regularly, providing input on parish business.
8. Maintains and updates social media sites and apps.
 - a. Maintains and updates ParishSoft activities.
9. Composes and prepares routine correspondence and memorandum using word processing software (Microsoft Office).
10. Maintains Parish Office.
 - a. Operates fax, copier, and mailing machines (Daily).
 - b. Ensures office equipment is functioning.
 - c. Ensures office supplies are available.
 - d. Contacts service providers as required.
11. Performs other work-related tasks.

NON-ESSENTIAL FUNCTIONS:

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

1. Education/Experience: College degree or equivalent business experience
2. Fluent in English and Spanish
3. Practicing Roman Catholic faith
4. Ability to comfortably greet and communicate with visitors/parishioners and assisting in resolving issues.
5. Excellent interpersonal communications skills
6. Ability to establish priorities, work independently, and complete objectives with minimal supervision.
7. Good organizational skills: ability to prioritize and coordinate; ability to file and keep records
8. Thorough knowledge of Microsoft Office software
9. Ability to present oneself professionally; maintain confidentiality; take initiative and think creatively
10. Knowledge of office procedures and methods
11. Reliability and punctuality a must

DESIRED:

1. Knowledge of Parish database software
2. Knowledge of Parish and Diocesan policies and procedures

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
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Full-time, Non-exempt	Monday-Friday, 9 am-5 pm
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.