



**Saint Raymond of Penafort Church
Pastoral Associate for Office Management**

POSITION OVERVIEW:

The Office Manager oversees the daily operations of the church office and assists the parish staff in meeting the needs of those we serve. The Office Manager creates church-wide communications, oversees the church calendar, manages the church database, and is the primary point person for members and visitors.

Represents St. Raymond Church:

- Understands and performs the duties of this position in keeping with the mission, vision and pastoral priorities of the parish.
- Presents a professional, calm, and welcoming presence to all guests and parishioners as our “director of first impressions” for the campus.

Coordination of communications:

- Assists in the development, implementation, and maintenance of a communication strategy including all printed and electronic materials: bulletins, email communications, letters, reports, social media platforms, website, master calendar, etc. ensuring accuracy and timeliness.
- Coordinates the answering of door and phone during office hours and directs calls to appropriate staff as necessary.
- Acts as a hub for the coordination and collection of all church communications.

Management of office and records maintenance:

- Oversees the management and maintenance of official records and files (including Sacramental Records, Mass Intentions, IRS related letters, donations to parish).
- Enlists and trains office volunteers as necessary; coordinates and leads counting and recording of tithes.
- Orders and sees to maintenance of office supplies and equipment.
- Coordinates communication for weddings and funerals with appropriate ministries.
- Manages the membership database.
- Directs employees and volunteers in Safe Environment Training and maintains all parish records in accord with the Policies of the Archdiocese of Philadelphia.
- Assists the parish staff and ministry leaders with tasks as requested by the pastor.

Property Management assistance:

- Coordinates and/or schedules maintenance work on all facilities, property and systems including software and hardware replacement and updates.
- Coordinates with the Pastor and Stewardship Team in monitoring preventative maintenance, maintaining property and equipment inventory list.
- Performs all other duties or work as needed or required.

The successful candidate will:

- Be a person who is a Disciple of Jesus Christ who lives his or her Catholic faith in daily life.
- Model the spirit of Christian Hospitality and welcome people from diverse backgrounds (proficiency in French or Creole is preferred).
- Be able to maintain confidentiality.
- Have previous experience working in a non-profit or church environment.
- Demonstrate strong organizational and management skills, with emphasis on good time management, attention to detail and prioritizing of tasks.
- Possess excellent interpersonal/communications skills – listening, writing and speaking.
- Be able to multi-task and fulfill requests from church staff and members in a timely fashion
- Demonstrate an ability to make sound decisions and take independent action.
- Demonstrate skill in the use of office equipment, computers, software and programs, including Microsoft Office Suite (Word, Publisher, PowerPoint and Excel all required), Google Docs, and Wordpress (for management of church website), be able to learn and utilize the church membership database (PDS).
- Demonstrate an ability to manage and utilize social networking platforms and electronic communications technologies (including the parish APP) to effectively communicate.

Compensation

Full-time position (40 hours per week, Monday to Friday), Health insurance, with optional dental and vision insurance. 2 weeks paid vacation, salary commensurate with experience.

Interested persons, please send cover letter and resume to:

Business Manager

St. Raymond Church

1350 E Vernon Rd, Philadelphia, PA 19150

Fax: 215-549-1271

businessmanager@saintraymond.net