



# the PARISH<sup>h</sup> of CLEMENT

E P I S C O P A L

Job Opportunity – Office Manager Position

**Interested in applying?**

**Send your résumé to [secretary@stclem.org](mailto:secretary@stclem.org) by Sunday, May 15**

The Office Manager at The Parish of St. Clement, works with people of diverse backgrounds such as church-members, school staff, outside organizations, and outreach clients. It is important to not only excel at office tasks, but the people-oriented work required because the office manager works with Diocesan staff, the rector, the bookkeeper and the Vestry. The office manager juggles multiple tasks effectively and thinks on their feet, exercising problem-solving skills. Tasks include signing in clients that come for canned food on Wednesdays, logging donation receipts, crafting monthly newsletters or weekly service leaflets, and ensuring that all church and rental events are running smoothly. While the work isn't always easy, it can be rewarding, especially the outreach ministry. Perks include designated on-campus parking, healthcare and pension plans.

Previous office management experience required. HR experience is a plus. This is a full-time job opportunity. Salary is commensurate with experience.

Please be prepared to provide references.

## Required Skills

- Excellent written and oral communication skills
- Proficiency with Macs (Apple)
- Technical Proficiency (Zoom & A/V)
- Ability to learn new skills
- Patience
- Organization

## Position Tasks

- Create Parish-wide mailings and church service leaflets
- Community outreach
- Volunteer scheduling
- Money management
- Event organization
- Office upkeep tasks