



Position Available
for
Office Manager

Holy Cross Episcopal Church is seeking a part-time Office Manager to be responsible for the organization and administration of the parish office. The position requires approximately 15 hours per week (5 hours/day, Tuesday – Thursday) and the Office Manager will report directly to the rector.

Personal Qualifications

- A strong personal relationship with Jesus Christ.
- Committed to the spiritual disciplines of prayer and study of Scripture.
- Prompt, conscientious, and self-motivated.
- Works well as part of a team dedicated to the life of the Church.
- Personally demonstrates enthusiasm in the service of the ministry.
- Lives into the mission, vision, and core values of Holy Cross Church.

Duties

- Management of the critical components of office operations including phone and internet service, copier and printer maintenance contracts, and vendor performance oversight.
- Coordinates with Jr Warden and maintenance vendors to insure proper facility function.
- Provides initial support for staff with problems using Microsoft Office programs.
- Daily responsibilities include the handling and distribution of church mail and the answering of phones.
- Creates slides for Sunday services, using ProPresenter.
- Updates weekly online bulletin
- Records contributions to the church database.
- Manages the online scheduling of the A/C system for workdays and events.

- Monitors stock of office supplies and order items as needed.
- Provides administrative support to the rector.
- Coordination of the church calendar and the scheduling of various meetings and events.
- Manages church Safeguarding program which includes record keeping, interviews, and contacting references for new applicants.
- Maintenance of the church records for weekly attendance and the transferring of memberships to the church register.
- Manages church membership database.
- Coordinating with church treasurer on vendor invoice processing.

Requirements

- High School Diploma, Bachelor's Degree preferred.
- Strong verbal and written communication skills.
- Team approach and collaborative workstyle.
- Strong skills with Microsoft Outlook, Word and a working familiarity with Excel.
- Experience with handling office management duties.
- Ability to assume full responsibility for tasks and to work independently.
- Willingness to learn ProPresenter to create slides for Sunday services.

Compensation

Starting pay \$18.00 per hour.

Contact

Interested persons should contact Scott Thompson. Resumes may be emailed to sathompson@holycrosschurch.com or Holy Cross Episcopal Church, Scott Thompson, 5653 W River Park Dr, Sugar Land, Texas 77479. To visit the church website go to: www.holycrosschurch.com.