

OFFICE MANAGER JOB DESCRIPTION



OVERVIEW

The Episcopal Church of the Messiah, Santa Ana, is a diverse congregation – young, old, liberal, conservative, gay, straight, educated professionals, working-class employees, English speakers, Spanish speakers. We meet in an architecturally important wood-shingled sanctuary that is the oldest church building in continuous use in Orange County. We are an intentional congregation, that is, our members have chosen Messiah for our commitment to multicultural urban ministry in the Santa Ana community, for our programs that offer opportunities for spiritual and intellectual growth, and for our commitment to inclusion, “All are welcome here.”

POSITION OVERVIEW

The Office Manager will serve as the focal point for the Parish business operations. This position is responsible for a broad range of administrative, specific operational and oversight functions. The Office Manager is an integral part of the Parish, serving as the key contact person for the congregation, visitors and the public. The person in this position must reflect the values and welcoming spirit of the church mission. Reports to the Rector. Hourly from \$20.00 to \$24.00, depending on experience,” twenty hours per week.

PRINCIPAL RESPONSIBILITIES

I. Office Administration:

- A. Serves as the primary receptionist; directs parishioners, guests, and vendors to the appropriate party and location. Provide visitor support as needed.
- B. Answers the phone and emails; copies files, processes/distributes incoming and outgoing mail.
- C. Monitors and maintains office, cleaning and hospitality supplies (including kitchen, coffee and tableware) to ensure adequate stock.
- D. Under the direction of the Rector, negotiates bids and contracts for facilities maintenance, office equipment and services; coordinates timely implementation.
- E. Coordinates the use of the Messiah facility by outside organizations.
- F. Manage the Rector’s calendar and schedule meetings with the Rector.

II. Communications Coordination:

- A. Coordinates the development, production, maintenance and distribution of all printed and electronic communications (the Messenger, Life-in-the Community, Website, and other Social Media accounts).
- B. Maintains the Master Calendar, working with the parishioners and staff to ensure proper scheduling of all events and activities.
- C. Posts Parish communications, bulletins, Vestry minutes and notices as needed.
- D. Print the Sunday programs, special events pamphlets and other materials directed by the Rector.
- E. Serves as the communications hub and coordinator of master proofreaders.

III. Supervision and Oversight:

- A. Supervise the Sexton
- B. Coordinates volunteers to support ministry, staff and office operations.
- C. Recruit office volunteers, provide training and supervision to office volunteers.
- D. Handles personnel related matters (staff and volunteer), as directed by the Rector.

IV. Records Management:

- A. Serves as the keeper of Parish records (Vestry minutes, reports, legal documents, contracts, service agreements, major purchases).
- B. Maintains accurate membership database, updates directory and maintains the record of the Parish key log.

V. COMMUNITY RELATIONS:

- A. Serves as first point of contact to the public. This position requires physical presence at the office.
- B. Greets guests in a manner that embodies the Messiah spirit and positive image, offers information to encourage membership and congregation growth.

VI. PERFORMS OTHER OFFICE DUTIES AS ASSIGNED BY THE RECTOR.

SKILLS AND QUALIFICATIONS

- 1. Behavioral characteristics aligned with Messiah values
- 2. Bilingual proficiency (Spanish/English)
- 3. Strong interpersonal skills
- 4. Excellent verbal and written communications
- 5. Strong management and problem solving skills
- 6. Proven ability to make sound decisions and work independently
- 7. Ability to maintain confidentiality
- 8. Proficient in Microsoft Office, Adobe Creative (InDesign and Photoshop) and other church software, office equipment, and social media platforms

OTHERS

Sufficient years of experience in a similar position; Bachelor's degree in a related field and experience with a nonprofit preferred.

Messiah is an equal opportunity employer. All qualified persons are encouraged to apply.

Please send your résumé and cover letter (Word or PDF only) to: Abel E. Lopez, Rector

rector@messiah-santaana.org
(Word or PDF documents only)