

**Epiphany Catholic Church  
Lake City, Florida**

**Job Title:** Office Manager

**Employment Type:** Part-Time (29 hours)

**Compensation:** \$12 to \$14 Hourly

**Primary Function:**

Under the direction of the Pastor is responsible for performing a variety of business duties in support of the mission of the parish

**Duties and Responsibilities:**

- Provide secretarial support to the Pastor
- Manage front office calls and visitors
- Work collaboratively and positively with parish and school staffs and diocesan offices
- Manage parish communication (e.g., bulletin, calendar, schedules, electronic media)
- Secure parish information and property
- Support bookkeeping services
- Provide support to parish councils and ministries
- Maintain parish records; census and sacraments
- Filing documents
- Schedule church and parish hall events
- Coordinate baptisms, weddings, and funerals
- Purchase office and liturgical supplies
- Attend parish staff meetings
- Maintain *Safe Environment* records
- Keep timesheets
- Perform other duties as assigned

**Required Activities:**

- Physical abilities include walking and carrying medium-weight objects

**Basic Qualifications:**

- A commitment to advancing the mission of the parish, school, and diocese
- Excellent communications skills - verbal and written
- Excellent interpersonal skills
- Politeness with fellow employees, parishioners and the public
- Self-motivated, organized, and the ability to multitask
- Capacity to maintain confidentiality
- Willingness to travel to workshops and continuing education
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Typing a minimum of 50 wpm
- Experience researching and retrieving data on the internet

- Professional, personal appearance
- Concealment of ostentatious body art and body piercing
- A conventional hairstyle
- Living in conformity with basic Catholic morality
- Successfully pass a background criminal history check

**Education and Experience:**

- A minimum of 2 years of office management experience
- An associate degree is preferable
- A strong knowledge and respect for Roman Catholic practices and beliefs