



THE NATIONAL SHRINE OF SAINT FRANCES XAVIER CABRINI

Title : Office Manager

Reports to: Shrine Director

Hours: Part-time 20- 25 hours per week (flexible schedule; some weekends and evenings.)

Job Summary:

The Office Manager is responsible for assisting the Director in the day to day operation of the Shrine and for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

1. Assist in the planning and executing of all major functions and events at the Shrine
2. Organize mass and private prayer reservations.
3. Development of flyers and sign-in sheets for special events.
4. Prepare operational reports and schedules for the Board of Directors meetings.
5. Answer phone and welcome visitors at the front desk in the absence of the Shrine's Receptionist or Volunteers.
6. Establish and monitor procedures for record keeping including SharePoint, creation of templates, mailinglists and Shrine vendor lists. Review bills and contracts for accuracy. Communicate with vendors to address billing issues when necessary. File bills and contracts in an orderly and timely fashion.
7. **Arrangement of Group Tours and Retreats which includes the following:**
 - a. Write facility agreement.
 - b. Group coordination with Shrine calendar.
 - c. Give tours.
 - d. Coordination of other docents.
 - e. Welcome groups personally and develop "Welcome" poster boards for Narthex.
 - f. Set-up audio equipment in lower level meeting room for group presentations.
 - g. Coordinate parking for buses and garage parking.
 - g. Follow -up with phone calls and emails.
8. **Gift Shop Administrative:**
 - a. Entering New Inventory
 - b. 2x a year Inventory Counts (June & December)
 - c. Ordering Gift Shop Items
 - d. Organizing Gift Shop Displays
 - e. Monthly Tax Reports
 - f. Annual Audit
 - g. Donation Forms
9. Electronic Message Board Updates
10. Assist Executive Director, Development and Marketing Managers with various tasks.
11. Coordination of Volunteers and Staff for front desk coverage and Shrine events..

Qualifications:

- Maintain a professional image in dress and demeanor.
- Proficiency in Microsoft Office programs {Word, Excel, Power Point) and QuickBooks
- Good interpersonal skills: flexible, open, enthusiastic team player, with an ability to multi-task.
- Excellent verbal and written communication skills.
- Ability to achieve measurable goals and deadlines.
- Ability to organize and prioritize work.
- Must have high energy and excellent decision-making skills.
- Bachelor's degree desirable.
- Physical demands include ability to stand, kneel, climb a step ladder and lift 25 pounds.
- Has the capacity to conceptualize their work as ministry, an understanding of the Shrine's mission and a basic knowledge about the life of Saint Frances Xavier Cabrini, the Shrine and the Congregation of the Missionary Sisters of the Sacred Heart of Jesus.

Please send your resume to director@cabrinationalshrine.org

Revised, 2020