



Oblate Service Corporation

JOB OPENING

St. Joseph the Worker Shrine is seeking applicants for a Part-time Office Manager/Administrator. If you are seeking a position where you can be part of a ministry that is committed to working collaboratively with one another and aims to provide a place of prayer, we would like to hear from you.

Summary of Position

The part-time Office Manager/Administrator will work closely with the Business Office Manager and will be the "Voice" of the Shrine in answering phone calls, routing calls, greeting and directing all visitors.

Essential Duties and Responsibilities

- Office Manager Position:
 - "Voice" of the Shrine in answering phone/routing calls & voice messages
Greeting, ushering-in and directing all visitors
 - Working in tandem with the Business Office Manager Resupplying office consumables as needed
 - ~stationery, ink cartridges, labels, desktop supplies, etc.
 - ~ attention to the Office photo-copy machine for servicing & supplies
- Bulletin Editor:
 - Weekly generation of copy and posting of Shrine events/happenings in close consultation with Director and Ministry Staff
 - Weekly collection and publication of Mass intentions in the Bulletin
Creating graphic arts to enhance Bulletin messaging & presentation
Working with Bulletin agency - always on alert to recruit new advertisers
Supervising/generating *Thank You's* to designated advertisers
Coordinating/sharing Bulletin content with the volunteer Website manager
- Ministry Scheduling
- Recording of Weekly donations
- Liturgical preparations
- Ordering Shrine Supplies
- Coordinating the use of the Shrine's gathering venues
- Consulting with the Oblate Museum Curator
 - Garnering historical notes/series generated by Curator for the Bulletin
Preparing these for publication - hard copy Bulletin & digital Website
- Food Pantry:
 - Contacting Catholic Charities for bi-monthly pick-up of food donations
Managing/tracking requested hand-outs of Gift Cards/food vouchers
- Preparing/coordinating bulk mailings with Owl Printing Co.
- Preparing several annual Shrine Event notices for the *Lowell Sun* newspaper
- Monitoring and resupplying free pamphlet rack in Confessional lobby Monthly
- Security Camera monitor

Education and Experience

High School or equivalent. Competency in Word, Excel and Publisher.

Skills and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be detail oriented, possess strong accuracy and decision-making skills, and work

independently but also have the ability to interact well within a team environment. Excellent knowledge of the Catholic Faith.

Interested candidates should send resume and salary requirements to:

Diann Donjon at ddonjon@omiusa.org or Magda Valdez at mvaldez@omiusa.org

Employee referrals are welcomed.

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer