



**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 18 hours per week (6 hours/day, Tuesday – Thursday) and the Office Manager will report directly to the church 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.
- Provide 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.
- Manage the online scheduling of the A/C system for work days and events.
- Monitor stock of office supplies and order items as needed.
- Coordinate with the building janitor for cleaning schedules and set up for special events.
- Coordinate weekly updating of the marquee sign.

- Provide administrative support for the church rector.
- Coordination of the church calendar and the scheduling of various meetings and events within the church building.
- Records keeping responsibility for the church's Safeguarding program.
- Preparation of the weekly bulletin for Sunday worship services.
- Maintenance of the church records for weekly attendance and the transferring of memberships in the church register.
- Manage church membership database.
- Processing of vendor invoices for approval and tracking within QuickBooks.

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, Publisher, and a working familiarity with Excel.
- Experience with handling office management duties.
- Ability to assume full responsibility for tasks and to work independently.
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Compensation

Starting pay \$16.50 per hour.

Contact

Interested persons should contact Mark Kurtz (713) 898-8995. Resumes may be emailed to mark@holycrosschurch.com or Holy Cross Episcopal Church, Attention Mark Kurtz, 5653 W River Park Dr, Sugar Land, Texas 77479. To visit the church website go to www.holycrosschurch.com.