

Job Description: Office Manager

St. James' Episcopal Church – Ridgefield, NJ

Job Title: Office Manager

Reports To: Priest-in-Charge or Rector

Employment Status: Part-Time

FLSA Status: Non-Exempt

Position Summary

The Office Manager supports the mission and ministry of St. James' Episcopal Church by overseeing the weekly administrative operations of the church and by ensuring clear and consistent communication between clergy, staff, parishioners, and the wider community. This role is responsible for managing office functions, maintaining church records, and assisting with financial, facility, and volunteer management.

Key Responsibilities

Administrative Support

- Serve as the primary point of contact for most mid-week visitors, phone calls, emails, and correspondence.
- Maintain the church calendar, scheduling meetings, services, and events.
- Prepare weekly bulletins, newsletters, and other printed or digital materials at the direction of the Priest-in-Charge.
- Coordinate and support church volunteers for Sunday worship and special events.
- Order and maintain office supplies, liturgical materials, and other equipment.
- Coordinate and prepare packets, under direction of wardens and priest, for monthly and special Vestry meetings.

Communication & Outreach

- Manage external communications, including social media posts, website updates, and e-newsletters.
- Coordinate the publication of announcements, event promotions, and prayer requests.
- Assist with membership and directory updates, ensuring accurate records.

Financial & Records Management

- Work with the Treasurer and bookkeeper to process invoices and track expenses.
- Ensure all monthly reports are printed and prepared for vestry meetings.

- Assist with record-keeping for membership, baptisms, weddings, funerals, and other sacraments.

Facility & Vendor Coordination

- Help coordinate building use and rental agreements for church facilities.
- In cooperation with the Buildings and Grounds Committee, coordinate maintenance, repairs, and cleaning schedules for the church facilities.
- Serve as the point of contact for vendors, contractors, and service providers.

Event Coordination

- Provide logistical support as needed for church events, including worship services, special celebrations, and outreach programs.

Qualifications

Education & Experience

- 3+ years of administrative experience, preferably in a church or nonprofit setting.
- Familiarity with Episcopal Church traditions, liturgical calendars, and church operations (preferred).

Skills & Competencies

- Strong organizational and time-management skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to maintain confidentiality and professionalism in all interactions.
- Strong interpersonal skills and a welcoming demeanor.
- Ability to multitask and work independently or collaboratively.

Hours and Compensation

Schedule

- 15 hours per week, Tuesday–Thursday
- 3-day work week is primarily performed at the church office (2 days), with the ability to work remotely (1 day)

Compensation

- \$21-23 per hour, according to experience.