Parish Office Manager
Trinity Ecumenical Parish, Moneta VA
Position Type: Full-time
Reports To: Pastor(s)

Position Summary
Trinity Ecumenical Parish is seeking a well-organized and dependable individual to serve as Parish Office Manager. The Parish Office Manager serves as the welcoming face of the church and provides a point of contact for TEP members, as well as members of the broader Smith Mountain Lake community, and visitors to the Parish. The Parish Office Manager supports the Ministry staff, manages functions of the church office and oversees daily administrative tasks and the scheduling of the building by Parish and community groups.

Required skills and qualifications:

- One to three years of general office or administrative work.
- Proficiency in Microsoft Office, e-mail management and database management
- Excellent verbal and written communication and interpersonal skills
- Ability to handle confidential information with strict discretion

Duties include, but are not limited to:

- Greeting visitors
- Answering phone calls
- Managing incoming and outgoing mail
- Maintaining church membership database and publishing church directory
- Ordering and managing office supplies
- Processing invoices and reimbursements
- Maintaining the building calendar
- Updating the prayer list
- Responding to staff needs
- Managing weekly Lay Reader lists and notifications
- Creating Power Point and Stream Team outlines for the 10:30 Sunday service
- Verifying time cards for PreSchool staff and sound employees
- Reconciling discretionary accounts
- Maintaining a list of lay readers
- Processing building use requests
- Helping to prepare annual reports for all three denominations of the Parish
- Computer data backup

Working Conditions

This is a salaried full-time position where in-office work is mandatory.

The Parish is ADA compliant with handicap parking, handicap access to the building and restrooms, and an elevator for movement between floors.

Health care benefits are provided by the Parish. The Parish Office Manager may pay for family members' coverage. Vacation, holidays and medical, dental or family leave benefits are outlined in the Personnel Policies and Procedures manual (page 7).

Salary range is $45,000 to $55,000 annually, commensurate with experience.

Learn more about us:

On Facebook: **Trinity Ecumenical Parish**

On our website**:** **www.trinityecumenical.org**

Submit resumes to: **search1@trinityecumenical.org**

(Please reference Parish Office Manager search)