

**Job Title:** Office Manager  
**Reports To:** Pastor  
**Parish:** St. Ambrose & St. Anne Catholic Church, Crest Hill, IL  
**Work Schedule:** Part-time, Unbenefited, 10-15 hours per week, days flexible

### **Job Purpose**

The Parish Office Manager is a professional administrator who reports directly to the Pastor. This manager oversees and has responsibility of property management, personnel, and facilities utilization; supervises maintenance, church support staff and volunteers; effectively communicates and collaborates with the pastor, staff and volunteers.

#### **I. Essential Duties:**

##### **A. Property Management**

- Administer purchasing of fixed assets, plant services and other items related to the physical plant
- Support maintenance/replacement of plant equipment
- Oversees computer information systems
- Oversees risk management and security
- Participates in management of major repair and construction projects

##### **B. Facilities Utilization**

- Administer scheduling of building facilities

##### **C. Human Resources**

- Manages payment of salaries and benefits
- Administer personnel policies
- Participate in employee evaluation, hiring, salary review, and support
- Assembles HR files for all parish personnel, including necessary documents and government requirements.
- New Employee Paperwork.

##### **D. Communication and Collaboration**

- Participates as a member of the Pastoral Staff
- Provide timely information and assistance to the Pastor, staff, Finance Council, Pastoral Council, commissions, and committees
- Must support the mission, philosophy objectives and policies of St. Ambrose & St. Anne, the Catholic Church and the Diocese of Joliet
- Oversee marketing efforts, including website, social media, and print including bulletin

#### **II. Other Duties**

- Oversees the control of contributions, weekend counters, and parishioner donation records
- Oversees fundraising and parish activities including the assigned volunteers
- Additional duties as assigned

#### **III. Education/Qualifications:**

- Excellent communications and other interpersonal skills required
- Experience using Microsoft Office and Google Docs
- Ability to handle phone calls promptly and courteously

- Ability to maintain strict confidentiality
- Ability to work independently with responsibility

### **WORKING CONDITIONS**

- This is a part-time, unbenefited, non-exempt position. Flexibility of schedule and reliable transportation is required.

### **PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB<sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

***To apply for this position, please send a cover letter and resume to [StAnneStAmbrose@rcdoj.org](mailto:StAnneStAmbrose@rcdoj.org). Please reference Office Manager in the subject line.***

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<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.