

## THE EPISCOPAL CHURCH OF THE GOOD SHEPHERD

*The Episcopal Church of the Good Shepherd in Raleigh, NC is a welcoming and inclusive parish that seeks to meet and serve Christ in all people and to glorify God in our words and our actions. We are a member parish of the Episcopal Diocese of North Carolina.*

### **Job Description: Office Manager/Administrative Assistant**

#### **Summary**

Provide administrative support for the ministries of the church and assistance to the pastors, staff, and membership of the Church of the Good Shepherd, as well as the general public. The Office Manager/Administrative Assistant is a pivotal role in the life and ministry of the parish, as s/he is the primary coordinator of information between the staff and congregation. This is a part-time position of 20 hours per week.

#### **Essential Functions:**

- Prepares weekly print and electronic bulletins and prayer list
- Prepares bulletins for special services including funerals and weddings
- Manages and updates the church database (ACS) and directories
- Oversees and maintains office equipment
- Coordinates use of the building and maintains the church calendar
- Maintains contracts and relationships with renters and groups
- Answers phones and manages correspondence as needed
- Provides administrative support to the Rector, clergy and lay staff, and appointed lay leaders including the Wardens and Clerk of the Vestry
  - Responds to or forwards email and phone messages
  - Orders office supplies and monitors budgeted office-related line items
  - Coordinates mailings, including printing letters and labels
  - Prepares the annual Parochial Report for the Diocese of North Carolina
  - Maintains the electronic and hard copy files of the parish in accordance with diocesan guidelines
- Coordinates office volunteers to assist with special office duties and/or church projects
- Carries out any other duties as assigned by the Rector from time to time

#### **Qualifications:**

- 4-year college degree
- Administrative/HR/Finance support experience
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative when working independently or collaboratively on projects
- Commitment to maintaining pastoral and financial confidentiality
- Prior experience with project and facilities management

#### **Core Competencies:**

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Knowledge of ACS, Excel, Publisher, Word, PowerPoint, Zoom and GSuite preferred.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole. Follows up on missing or out of balance items. Resolves unanswered questions needed to address a problem. Keeps the larger picture in mind while tending to the small details.
- **Information and Communication:** Is able to write clearly and succinctly. Employs correct grammar, punctuation and patterns of speech. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.

- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

To apply, please email your resume and contact information for two references to the Rev. Imogen Rhodenhiser, Rector, at [imogen.rhodenhiser@cgs-raleigh.org](mailto:imogen.rhodenhiser@cgs-raleigh.org).