

Holy Spirit Catholic Church

17270 Ward St. Fountain Valley, CA 92708 * www.HolySpiritFV.org
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POSITION TITLE: Office Manager and Director of Social Media
Bilingual Vietnamese Preferred

SALARY: Dependent upon experience

FLSA STATUS: Exempt - Full time

DEPARTMENT: Administration

REPORTS TO: Pastor

PRIMARY PURPOSE: The primary purpose of the Office Manager is to be a steward entrusted with management of the physical, sacramental, and personnel resources of the parish. He/she manages the office operations of the parish and thus releases the Pastor to carry out his pastoral and spiritual responsibilities. The Office Manager must understand the vision and mission of Holy Spirit Community. Working side by side with the Business Manager, the Office Manager ensures that the sacramental aspect of the parish life be efficiently and effectively met in serving the needs of the Parish. He/she shall carry out his/her responsibilities in a manner that reflects Catholic teaching.

RESPONSIBILITIES:

- Understand the vision and mission of the parish under the guidance and direction of the Pastor. Make recommendations for the vision and mission of the parish life operations.
- Provides
- direction to staff and collaboration to various ministries as directed by the Pastor.
- Hire, train and supervise the parish Secretary/Receptionist, clerical aides, volunteers, accounting support personnel and maintenance personnel.
- Oversee the presentation of the Parish Life through various forms of social media.

OFFICE MANAGEMENT:

- Oversee the management, retrieval and security of sacramental records of the parish. Be available and willing to complete the duties of Secretary/Receptionist.
- Oversee and ensure the effective operation of the parish office operations and ministry needs.
- Oversee and maintain procedures for acquiring, using, maintaining and storing office supplies, and equipment.
- Oversee and maintain procedures according to diocesan regulations for all employees' volunteers for Youth Protection.
- Oversee and maintain the staff and volunteer working schedule.
- Working directly with the Pastor to ensure the consistency and promptness to various ministries to attain their goals for the betterment of Parish Life.

- Working directly with the Pastor to ensure the preparation and accuracy of the liturgical and presider mass calendar are ready.
- Facilitate and arrange monthly staff gathering and other holiday celebration etc..

SOCIAL MEDIA MANAGEMENT:

- Oversee and ensure the Social Media Policy for all areas of communications (website, newspaper, Facebook, Twitter, etc...) reflects Catholic teaching and values.
- Create and facilitate various social media outlets to promote parish activities through the diocese.
- Be actively available to questions by means of social media.
- Working with the Liturgist to ensure the accuracy of the Prayer of the Faithful and Sunday announcement.

MISCELLANEOUS:

- Assist in the biweekly payroll.
- Oversee the management of the Our Lady of Grace Capital Campaign collection with monthly letter etc..
- Back-up for account payable.
- Back-up for the Business Manager.
- Participate in the fundraising, planning, and execution of the Parish Feast Day Celebration, Pentecost Sunday.
- Completion of any other duties, tasks or responsibilities as directed by the Pastor.
- Participate in the monthly Pastoral Council and provide the update of Parish events.

LEADERSHIP:

- Participate in problem solving that is respectful of the views of others and leads to the best resolution for all involved using attentive listening in a non-judgmental and professional posture with the intent to resolve or make recommendations that result in a win-win response.
- Attend staff meetings and diocesan meetings as directed by the Pastor.
- Facilitate staff meetings as directed by the Pastor.
- Participate in the hiring process for new staff as directed by the Pastor.

QUALIFICATIONS

- A minimum of a Bachelor's Degree in Sociology, Administration, a related field OR a minimum of four years business experience.
- A minimum of two years of personnel management experience
- Demonstrated leadership and effective interpersonal communication skills
- Ability to prioritize work assignments for self and others
- Flexibility to adjust to changes in schedules, routines and job assignments