

Office and Facilities Manager  
Church of the Epiphany

## **Job Description: Office and Facilities Manager**

In support of Epiphany's warm and welcoming environment, this position is the 'hub' of reception, hospitality, information and assistance for parishioners, clergy, staff, and visitors. The Office and Facilities Manager supports the overall work of the Church office, works with the staff, and provides general recruitment of and supervision to office volunteers, while also managing the property of the church.

An area of emphasis of the position is on publishing, graphic design, and website updates. A strong understanding of print layout and online media communications is necessary to publishing our worship bulletins, newsletters, and website updates in a time-sensitive manner. A knowledge of building management is optimal but not required.

The ability to anticipate and manage interruptions as part of the normal business day is necessary; additionally, the person in this role needs excellent organizational and prioritization skills to manage deadlines independently. The job requires sound judgment in identifying issues of importance, addressing issues in an effective and responsive manner, the ability to discern pastoral needs and bring them to the pastoral staff, maintain confidentiality, and a willingness to be flexible in the role. This position works under the direct supervision of the Rector.

This is an exempt, three-quarter time position with set hours Monday through Friday and some occasional pre-arranged changes as determined with the Rector. This position is benefits eligible. The starting salary for this position is \$45,000-\$54,000, depending on experience. T

Position open until filled. To apply, please send a resume, brief cover letter outlining your experience, and the names/phones/relationships of two references to the Rev. Dr. Marisa Tabizon Thompson at [marisa@churchoftheepiphany.org](mailto:marisa@churchoftheepiphany.org)

## **Essential Duties and Responsibilities**

### **OFFICE**

- Provides welcoming hospitality to all who phone, email or come by the Parish Office, responding to parishioner and staff requests in a timely manner.
- Submits payroll to the diocese.
- Works with the Bookkeeper to respond to parishioner requests for reimbursements, pledge inquiries, etc.
- Maintains and updates the online Master Calendar
- Maintains and updates the Parish Directory
- Administers the parish office, maintaining mail, files, ordering office and parish supplies as needed, coordinating the renewal of related contracts, and providing scheduling/guidance to office volunteers in accomplishing office/clerical tasks as needed
- Ensures IT needs are addressed by working with IT contractors (for repairs, etc.)
- Develops, produces, and publishes Worship Bulletins, Announcements and Prayers of the People for all services (weekly, as well as special services) on paper and electronically

### **COMMUNICATIONS**

- Produces and emails the 'Epiphany This Week' (online) announcements
- Prepares and publishes occasional parish-wide email and hardcopy communications

- Assists with the annual stewardship pledge campaign, including design and publication of support materials
- Helps maintain and update the parish website
- Help the Digital Minister with social media content as needed

## **FACILITIES MANAGEMENT**

- Coordinates meetings and short-term rentals on church premises
- Assists Rector with contract renewals for long-term tenants
- Works with the Rector as the liaison for property management
- Serves as point person for repairs and maintenance to the building and property, arranging for regular maintenance and unexpected issues
- Work with gardening contractors
- Builds and maintains a list of preferred vendors/service companies
- Responsible for ordering of supplies for kitchen, bathrooms, and other related building needs
- Coordinate with the Junior Warden (volunteer vice president of the board of directors) on projects and budget for buildings and grounds

## **OTHER**

- Work with volunteer leadership at the discretion of the Rector
- Additional tasks as assigned by Rector