Part-Time Office Manager

St. Andrew the Apostle Episcopal Church | Rocky Hill, Connecticut

St. Andrew the Apostle Episcopal Church is seeking a dependable, highly organized, and detail-oriented professional to serve as our part-time Office Manager.

This position plays an important role in supporting the daily operations of our parish and requires a strong commitment to **accuracy, professionalism, confidentiality, and effective communication**.

Key responsibilities included but are not limited to:

- Maintain accurate parish, membership, and financial contribution records.
- Prepare and distribute church communications, bulletins, and announcements.
- Coordinate calendars, schedules, and administrative activities.
- Provide professional and courteous assistance to parishioners, clergy, and church leadership.
- Support routine financial documentation and administrative reporting.

Qualifications

The successful candidate will possess excellent organizational skills, exceptional attention to detail, proficiency in Microsoft 365 and social media postings and the ability to manage multiple responsibilities independently. Strong interpersonal skills, discretion when handling confidential information, and a professional approach to all interactions are essential.

Previous experience in church administration or small-office management is preferred.

Position Details

- **Schedule:** 12 hours per week, including Tuesday and Thursday, 9:00 a.m.–12:00 p.m., with additional flexible hours.
- **Compensation:** Hourly rate in the low $20s, based on experience.
- **Location:** Rocky Hill, Connecticut.