

Western Washington Catholic Charismatic Renewal
Job Description
WWCCR Office Manager

BOARD: The Office Manager is hired by the Board and reports to the Board. The Office Manager promotes the vision and mission of WWCCR by implementing board decisions.

Attends board meetings and gives monthly reports.

Receives authorization from the board for expenditures

Assists the board in preparing annual budgets

Communicates frequently with board president

STAFF: The Office Manager supervises staff and promotes efficiency and accountability of the office.

Holds regular staff meetings

Communicates during the week with staff

Checks office email and telephone messages, along with staff

Coordinates with staff on mailings (Gleanings, quarterly donor letters, etc.)

CALENDAR: The Office Manager maintains the WWCCR schedule of meetings and events

ST. THOMAS: The Office Manager is the principal contact with the parish, current location of the WWCCR office.

signs rental agreement

schedules facility use on the parish calendar

COMMITTEES: Provides Committee Guidelines to committees

coordinates calendar and schedules with committees

provides office staff support: advertising, mailings

communicates regularly with committees

contacts parishes, speakers as needed

COMMUNICATIONS:

Website: Directs the webmaster on updates and changes to the website

Print: Orders printing of newsletter, postcards, envelopes, etc.

Gleanings: Heads the editorial board, chairs planning meetings, oversees the issue timeline, sends pdf to printer, schedules eGleanings.

Weekly email: writes message, sends to webmaster (Constant Contact)

PROFESSIONAL SERVICES: Hires and communicates with outside services.

Bookkeeper

Webmaster

VOLUNTEERS: Recruit and train volunteers for mailings, data entry and other support.

EVENTS: Attend WWCCR events as needed.

ESSENTIAL QUALIFICATIONS

Primary

1. Personal commitment to maturing in their relationship with Jesus, empowered by the Holy Spirit, to the glory of God the Father.
2. Active member of a parish/faith community in good standing with the Church.
3. Adaptable and resourceful.

Experience

1. Meaningful experience in leadership in Catholic Charismatic Renewal.
2. Strong administrative skills
3. Knowledge of Microsoft Office (Word, Excel, Outlook)
4. A basic understanding of social media and its emergence as a tool for communication, fundraising and evangelization.

Other Elements

1. Strong written and verbal communication skills including the ability to facilitate meetings and conduct presentations and training programs.
2. Ability to work evenings and/or weekends if necessary.
3. Ability to provide own transportation. Willing to drive to various parts of the archdiocese for meetings and events (reimbursement for travel expenses is provided).
4. Physical demands include carrying boxes and equipment to and from events as able, ability to function well for extended hours during events.

SCHEDULE: Work in the office three days a week to coordinate with staff, work from home, communicating by email and phone. Work time 25 – 30 hours a week for first three months. Job review. Full time if approved.

COMPENSATION: Hourly rate for first three months, then salaried. Medical/dental to be negotiated if needed.

SUPPORT/TRAINING: Both Jean Beers and Virginia King will work with office manager for the first three months, in person one day a week, and by phone and email other days, if this is acceptable to the new manager.

TO APPLY FOR THIS POSITION

Submit your resume with a cover letter.

CONTACT INFORMATION

Current WWCCR Office Hours: 9:00 to 2:00, Tuesday through Thursday

Mailing Address: P.O. Box 68575, Seattle, WA 98168

Phone: 206-364-2272

Email: info@wwccr.org

Opening Date: February 10, 2022

Closing Date: Open until filled