Office Manager is responsible for daily operations of the West Texas Episcopal Diocesan Office in the Bishop Jones Center. The work will include organizing office operations and procedures, ordering and maintaining supplies, and operational management of clerical functions with office systems under the guidance of the Canon for Administration and Ministry Support.

**Job Responsibilities**

- Establish organized office operations and procedures, designing filing systems, and performing clerical functions
- Maintain database of diocesan clergy and lay information, church leadership, and school leadership
- Create timely correspondence of donor appreciation and all other needed research and response
- Order office supplies, control inventory, and organize storage for use by diocesan employees
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments
- Contribute to team effort by accomplishing related results as needed
- Support Diocesan operations by maintaining office systems, safeguarding documents, and other tracking or certifying documents
- Respond immediately to all requests, visitors, and inquiries in person, email, or phone
- Provide a welcoming atmosphere for everyone who visits the Diocesan office and uses the facilities
- Work on FEMA reimbursement and award documentation along with other partnering agency records
- Support the various departments and ministries of the Diocese

**Skills Required**

- Computer proficiency (Word, Excel, Outlook, PowerPoint or equivalent programs)
- Accurate data recording / entry / reporting
- Communication strength – written and verbal
- Bilingual communication, written and verbal, English and Spanish
- Collaboration ability
- Interpersonal, friendly, professional
- Supportive thinker
- Self-starter and planner
- Organization of plans and communications
- Time management and follow-through
Job Description
Part-Time Office Manager

Work Environment
- Work three days during the week for an average of 19 hours per week.
- Multiple teams / committees with varied focus and priorities
- Eighty-five different congregations with different personalities, needs, and focus
- Open door offices and collaborative spaces
- Computer and phone use for extended periods
- Lighting natural and florescent
- Gathering / walking spaces
- Sitting for extended periods
- Physical lifting of 30 pounds or less
- Travel and occasional overnight stays

Salary and Benefits

Part-Time Position Annual Salary  TBD (paid twice a month)

DWTX Holidays  11 days planned*

( New Year’s, MLK, Good Friday, Fiesta Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day)

*May adjust at Bishop's discretion.