

# **Job Description for the Office Administrator**

Christ Church Cathedral  
35 Chestnut Street, Springfield, MA 01103  
413-736-2742 ~ [www.cccspfld.org](http://www.cccspfld.org)

Christ Church Cathedral is a welcoming community for all, with a vibrant and diverse membership. We do not discriminate based on race, gender, ethnicity, sexuality or beliefs.

## **Position Description**

The Office Administrator should be approachable and able to maintain a calm presence while working. This position requires a person who is able to multi-task, communicate effectively and follow direction. The Office Administrator is responsible for greeting visitors to the Cathedral, managing correspondence for the Cathedral office, preparing worship materials, supporting staff in their roles and parishioners in their ministries, and the general management of the Cathedral office. The Office Administrator reports to the Dean of the Cathedral. The position is 35 hours per week with benefits.

## **Qualifications**

The Office Administrator must:

- Be able to multi-task and deal effectively with interruptions in a calm and efficient manner.
- Have strong interpersonal skills, which includes being able to listen attentively.
- Have strong oral and written communication skills.
- Be proactive by nature.
- Be able to follow direction as well as provide effective follow-through
- Be able to maintain discretion and confidentiality about all interactions within the Cathedral.
- Have experience with Microsoft Office Suite, Google Drive and Zoom, as well as basic social media.
- Have the ability to communicate and schedule vendors for building-related matters in conjunction with the the wardens and/or the Dean.
- Exhibit professionalism demonstrated by a well-groomed appearance, conscientious work ethic, accountability, and completing all tasks in a timely manner.
- Spanish language fluency is preferred, but not required.

## **Job Functions and Responsibilities**

- Maintain a welcoming, professional office environment.
- Participate in developing Sunday and other worship bulletins using Microsoft Office, Google Docs, and Google Drive.
- Participate in developing regular email and written communications, using Mailchimp and Gmail.
- Process email, letters and phone calls coming in and going out of the office.

- Notify pastoral staff of member hospitalizations, deaths, or other pastoral needs.
- Develop and share the monthly ministry schedule (Rota) using Excel or Google Sheets.
- Maintain and update the cloud-based membership database which contains the emails, home addresses and phone numbers of members (Realm).
- Maintain the Google-based church calendar and communicate updates to people as needed. As needed, help schedule space and building usage.
- Order supplies for the office, the sexton and other staff as needed.
- Help coordinate maintenance and contractor calls and visits with the staff.
- Attend periodic staff meetings and record and distribute items that require follow-up.
- File documents, keep written and electronic records.
- Contact Cathedral members as directed by the Dean or other ministry leaders.
- Coordinate volunteers for office support.
- Be in regular communication with the Dean about projects.
- Perform any other administrative tasks as may be assigned from time to time.

### **Compensation and Benefits**

- Hours – 35 hours a week distributed over Monday-Friday – 8:30 am – 4:00 pm. including half an hour lunch
- Salary – exempt (from over-time pay)
- Health insurance – employer pays 80%
- Paid time off –2 weeks a year, plus Diocesan Designated Holidays (12 days)
- Dental insurance – employer pays 85%
- Flexible schedule, upon approval by the Dean/Sr. Warden.
- Life insurance – fixed rate, spouse and self. (Family?)
- Disability insurance
- Retirement plan – 403(b)
- Health savings account
- Paid Family and Medical Leave (PFML per state law)

### **Other**

- Must read the HR manual and sign a copy of the last page
- Must have reliable transportation (either private or public)
- Will be required to participate in Safe Church Training and submit to CORI background check.