

Office Manager

St. John's Grace Episcopal Church
51 Colonial Cir, Buffalo, NY 14222

Title: Office Manager

Reports to: Priest-in-Charge, St. John's Grace

Hours: 15-25 hours/week; Monday, Tuesday, Wednesday, Thursday & Friday 11am - 4pm

Compensation: \$16 - \$20/hour; commensurate with experience

Status: Part-time

Position Summary

The Episcopal Parish of St. John's Grace, Buffalo, seeks to recruit an Office Manager, to begin on or soon after Monday August 24, 2026.

As The Episcopal Parish of St. John's Grace continues its growth, development, and impact, the Parish seeks a skilled, organized, and collaborative Office Administrator to join its administrative team, which consists of the Priest-in-Charge, Director of Music, Vestry, and other lay leadership. The Office Manager oversees the administration of the Parish in conjunction with the Priest-in-Charge and Wardens and serves as the chief communications officer for the Parish. They will have an opportunity to work closely and collaboratively with each member of St. John's Grace staff and will serve a vital role in the church's ministry leadership. The Office Manager will play a key part in building connective tissue across the various ministries of St. John's Grace, from worship and spiritual formation to fundraising and community outreach. Duties include, but are not limited to:

Primary Responsibilities

Administrative Support

- Oversee the administration of the Parish in conjunction with the Rector and Wardens.
- Manage operations for the Parish Office, including responding to general inquiries, sending weekly newsletters, and producing and editing service bulletins.
- Provide administrative support to the Priest-in-Charge, Vestry, or other committees, including printing and assembling Vestry packets and agenda, filling in for the Vestry Secretary when absent, and maintaining and managing the digital office calendar.
- Maintain and update historical Parish records, including the attendance book and registers for baptism, weddings, deaths, and new members.
- Serve as a liaison between the Parish and the Episcopal Diocese of Western New York.
- Place orders for office, cleaning, and worship supplies as needed and authorized.
- Assist with or oversee the coordinating of major Parish events.
- Work with the Priest-in-Charge and Vestry to submit the annual Parochial Report.
- Attend and participate in weekly staff meetings.

- Assist visitors, parishioners, guests, vendors, and others seeking assistance.

Liturgy Support

- Prepare, proof, and print worship materials and bulletins for masses and other services, coordinating weekly with the Priest-in-Charge and Director of Music on these tasks.
- Work closely with the Priest-in-Charge and various committees to support Parish events and administrative tasks, such as emailing Sunday readings to those assigned to read each week.
- Provide assistance with tracking the liturgical calendar and planning for Parish events as needed.

Communications & Publishing

- Send out newsletters, both digital and hard copy, as well as other correspondence as needed.
- Update and maintain the Parish's online presence. This includes maintaining the website and publishing to social media platforms with links to service livestreams, announcements of upcoming events, and other relevant information.
- Check mail, email, and voicemail daily, respond to inquiries, and forward messages as needed.
- Create flyers to advertise Parish events for print and electronic distribution.

Financial Administration

- Coordinate with the Treasurer to share weekly and monthly financial reports, including reports for Vestry meetings, and publish these materials as requested.
- Assist the Treasurer with regularly scheduled bill payments and processing money for bank deposits.
- Manage sending and tracking annual pledge cards and work with the Treasurer to track contributions.

Required Skills & Qualifications

- Strong writing and grammar skills, including proofreading.
- Understanding of graphic design fundamentals, both for print and electronic materials.
- Competence in multiple social media platforms (e.g. Facebook, Instagram, Bluesky) and understanding of social media administrator management, including scheduling posts and reviewing data insights.
- Familiarity with and basic understanding of office software, including Microsoft 365 and Google Suite, and ability to work with payroll systems (e.g. Paychex).
- Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
- Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
- Understanding of norms and practices within not-for-profit sectors. Knowledge of and experience with the Episcopal Church is beneficial but not required.
- Ability to maintain confidentiality at all times regarding persons and information, in accordance with the Canons of the Episcopal Church.
- Welcoming disposition, commitment to working with and advocating for communities of diverse backgrounds, and willingness to accept and serve all who come to St. John's Grace.
- Ability to lift up to 40 pounds.

About Our Community

St. John's Grace Episcopal Church

At St. John's-Grace, we walk together in faith through the mystery of God, discovering love, grace, hope and healing along the way. We are a radically inclusive Episcopal community that welcomes people of all backgrounds and life experiences, especially those who have felt excluded by the Church or other communities of faith. We welcome people of many beliefs and perspectives, united in compassion and reconciliation shaped by the way of Jesus. Grounded in the Anglican tradition, we draw on scripture, tradition and reason to approach the Bible, connect with our neighbors, and live faithfully. Guided by our shared purpose, we engage with the wider community, living out our Baptismal Covenant to strive for justice and peace and to respect the dignity of every person.

Mission Statement

Our Mission is to go out into the community and partner with our neighbors to work for justice for all. Everyone is Welcome at Jesus' Table.

We listen for the voice of Jesus, the one who calls us by name and leads us into life. In a world full of competing voices, his is the one that brings rest, restores the soul, and gathers us together in love. We pray for the grace to recognize his voice, to trust where he leads, and to follow into the abundant life he promises.

Application Process

To apply for the position, please email the following materials to Kathy Stelter: kstelter58@gmail.com

1. Letter of interest in the position.
2. Full CV or Resume.
3. Contact details for three professional references.

Candidates must be able to complete all Safe Church requirements, including passing a background check by Praesidium Inc. within one month of hire and the Safeguarding God's People and Children courses within three months of its next offering by the Diocese of Western New York after hiring, in accordance with the Canons of the Episcopal Church.

Interested applicants may also contact the Priest-in-Charge for an informal conversation about the position.

Applications will be accepted on a rolling basis until the position is filled. The ideal candidate is hoped to begin on, or as soon as possible after Monday August 24, 2026.