

**Organization:** St. Augustine by-the-Sea Episcopal Church

[www.saint-augustine.org](http://www.saint-augustine.org)

1227 4th St., Santa Monica, CA 90401

Email: [employment@saint-augustine.org](mailto:employment@saint-augustine.org)

**Position Title:** Office Manager

**Reports To:** The Rector (i.e. the Senior Pastor)

## Position Summary

St. Augustine by-the-Sea Episcopal Church, a welcoming and progressive parish committed to inclusion, service, and spiritual formation, seeks an experienced and organized Office Manager to oversee the administrative functions of the church. The Office Manager manages our day-to-day operations by coordinating with the clergy, staff, and parish leadership in ensuring the efficient operation of the church's ministries and daily activities. The ideal candidate will bring professionalism, discretion, cheerfulness, and a spirit of hospitality that reflects the values of our community.

## Primary Responsibilities

- Oversee all administrative operations of the parish office, creating a well-organized and responsive environment for parishioners, visitors, and clergy.
- Serve as a warm and welcoming first point of contact for all general inquiries, providing accurate, timely information and follow-up.
- Manage the master calendar and coordinate the use of church facilities for worship, meetings, tenants, and community events.
- Prepare worship bulletins, announcements, and other printed and digital materials in collaboration with clergy, music, and other staff.
- Support parish communications, including weekly email newsletter, website updates, and social media announcements that reflect the church's inclusive mission.
- Assist with financial administration such as invoice processing, expense tracking, and deposits, working in cooperation with the bookkeeper and treasurer.
- Maintain parish records in accordance with Episcopal canons and diocesan policies, including membership rolls, baptisms, weddings, confirmations, and memorial services.

- Provide administrative support for the vestry, committees, and program areas, including scheduling and record keeping.
- Maintain office supplies, equipment, and vendor relationships to ensure efficient daily operations.
- Uphold confidentiality, professionalism, and a collaborative work ethic within all aspects of parish life.

## Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience.
- Minimum of three years of administrative or office management experience, preferably in a church or nonprofit setting.
- Excellent organizational, interpersonal, and written communication skills.
- Proficiency in Microsoft Office Suite and Google Workspace; facility with social media platforms and database management systems.
- Ability to manage multiple priorities with attention to detail and accuracy.
- Commitment to the mission, inclusivity, and compassionate values of our parish community.

## Working Conditions

This is a full-time, on-site position, typically 35–40 hours per week. Some evening and weekend work may be required to support parish events and major liturgical seasons (i.e. Christmas and Easter).

## Compensation and Benefits

Compensation is commensurate with experience and qualifications: salary range \$65,000 - \$70,000. The position includes benefits such as health insurance, vacation, and pension contributions.

To apply, please submit a cover letter and résumé to the Rev. Nathan Rugh, with "Office Manager Application" in the subject line to [employment@saint-augustine.org](mailto:employment@saint-augustine.org). Applications will be reviewed as received until the position is filled.