

## **St. Peter Claver Catholic Community Operations Manager**

The Operations Manager is a 20 hours per week staff position reporting to the Pastor. The selected candidate will provide operations support to the entire staff team. Accordingly, candidates must be comfortable working in an interdependent environment requiring flexibility and adaptability, along with solid organizational, financial, and technical skills.

The key areas of responsibility include:

- Manage routine office functions (including supervision of high school intern, when present)
- Oversee financial operations (including collection counting/deposits, invoice processing, assisting in preparation of budget and financial reports, assisting in preparing/monitoring grant requests, assisting in completion of annual Catholic Services Appeal, interfacing with accounting service)
- Maintain HR files
- Coordinate management of parish website and social media presence
- Ensure completion of weekly bulletin and Mass announcements
- Provide assistance, as needed, with parish events/activities
- Maintain sacramental records
- Oversee facilities

The *ideal* candidate for this position is:

- Understanding and compassionate working with people of different ages, educational levels, and economic strata
- Approachable and has an outgoing and upbeat personality
- Organized and creative
- Comfortable working in a multi-person team setting
- Able to be trusted to maintain integrity and confidentiality
- Anxious to learn

The *requirements* for this position include:

- Strong interpersonal and communication skills (both verbal and written)
- Demonstrated high-level of proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Strong financial background (budgeting, reporting, etc.)
- Strong technical background with extensive knowledge of and experience with internet and social media
- Demonstrated office experience (phone handling, filing, copy/print)

Interested candidates should submit resume to [parishoffice@spcccdetroit.org](mailto:parishoffice@spcccdetroit.org).