



Parish Office & Communications Manager

INFORMATION PACKET FOR APPLICANTS

Job Posting | Sept. 16, 2025

The complete job description begins on the next page >

The Office & Communications Manager assists the operations of the parish by providing critical support in the parish office while managing parish communications. With a vision of God in the details, this individual coordinates and completes an array of tasks, including the weekly bulletin. As part of a team of servant-leaders, the Office and Communications Manager can be trusted to solve problems independently and manage sensitive and specialized administrative services with a caring demeanor. This is a new position for the parish.

Perched among the ridges just a mile from bustling Alpine Avenue, Holy Trinity Parish has cultivated faith and shared its fruits since 1848. The parish and its school serve both rural and urban families in a culture marked by humility and generosity. The parish has more than 500 families whose tithing, tuition and other fundraising efforts support a ministries budget of more than \$1.6 million.

Review of applications will commence immediately and continue until the position is filled.

This information can also be accessed at holytrinitycp.org/about/jobopportunities.

APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to frchris@holytrinitycp.org
1) brief cover letter; 2) resumé with salary history; 3) at least three references.
Please include your last name and "Office Manager" in the subject line.

OFFICE & COMMUNICATIONS MANAGER

Sept. 18, 2025



Purpose of this Ministry:

The Parish Office & Communications Manager assists the daily operations of the parish by providing critical support in the parish office while managing parish communications. With a vision of God in the details, this individual coordinates and completes an array of tasks, including the weekly bulletin. As part of a team of servant-leaders, the Office and Communications Manager can be trusted to solve problems independently and manage sensitive and specialized administrative services with a caring demeanor.

Reports to: Pastor

Collaborates with: School Principal, Parish Staff, Parishioners and Volunteers

Supervises: Administrative assistant(s)

Status: Full-time | Hourly | Non-Exempt

Essential Responsibilities and Tasks

- Manages the daily activities of the parish office while creating and coordinating parish communication efforts, including the weekly bulletin and Mass announcements, campus calendar, website, social media, parish mailings and annual or seasonal marketing plans.
- Fosters stewardship and financial accountability by guiding the flow of invoices, payments and other documents through the parish business office.
- Partners with the business manager and bookkeeper to ensure financial procedures comply with parish and diocesan safeguards.
 - This includes overseeing the weekly collection counters, serving as bank liaison and occasionally taking deposits to the bank.
- Teams with school principal and pastor to enhance synergy between parish and school offices.
- Assists employees with human resources matters in collaboration with the business manager.
- Manages the parish membership database, office supplies and filing systems, including sacramental records.
- Oversees parish IT, telephone and printing resources as the primary contact with vendors and service providers.
- Ensures the parish telephone recordings are kept current with schedules, etc.
- Assists in the management of the parish cemetery records and the purchase of plots for burial.

- Fosters a climate of hospitality and service in the parish office, welcoming others as Christ.
 - Connects callers and visitors to the best resource to provide what they need: i.e. funeral planning, charitable help, facility rental, etc.
 - Schedules staffing for the front desk and provides coverage when needed.
 - Helps register and orient new parishioners and integrate them into parish life.
- Coordinates and assists with special projects, including the Catholic Services Appeal, Alpine Festival, Community Auction.

Qualifications:

- Undergraduate degree preferred
- At least three years' experience in a professional office setting
- High computer literacy required: fluent in Microsoft and Google suites and other productivity / office management software
- Eager learner with exemplary written communication skills and creative design
- Criminal background and credit history checks are required
- Practicing Roman Catholic preferred
- Spanish proficiency a plus

Skills and Abilities:

The employee must be able to:

- Take the initiative to solve problems and be highly organized with managing time, prioritizing tasks and gathering information and direction from multiple sources
- Manifest attention to detail and a focus on accuracy.
- Handle sensitive issues with discretion and maintain confidentiality
- Work collaboratively with staff and parishioners

Work Environment:

- Hours: 9am to 5pm Monday through Thursday with an hour for lunch; 9am to Noon on Fridays during the school year. Occasional nights and weekends including Sundays.
- Professional appearance (business casual attire)
- Walking, standing, moving for extended periods of time.