



Office Manager & Event Coordinator Christ Church Cathedral, Hartford, CT

Overview

Christ Church Cathedral is the seat of the bishops of the Episcopal Church in Connecticut. The Episcopal Church is a member of the Worldwide Anglican Communion.

The Cathedral is an Episcopal church in an urban environment. The Cathedral's four congregations represent a diverse, inclusive, multicultural and multilingual community coming from Greater Hartford, both the city and suburbs, to worship, pray, serve and learn together.

As an urban community located in the heart of the city of Hartford, we respond to our baptismal covenant by being a place of hospitality and support to our brothers and sisters in need.

Our Cathedral is committed to participating in the mission of God in Jesus through the power of the Holy Spirit in these challenging times for the church and for the world. We understand God's mission to be about restoring all people, and all creation, to unity with God and each other in Christ. The bishops and staff of the Episcopal Church in Connecticut are dedicated to helping Episcopalians own their calling as followers (disciples) of Jesus, sent as apostles in the mission of God in this new missional age.

If the idea of joining CCC as Office Manager & Event Coordinator seems to be where God is calling you next, we encourage you to apply.

All God's people are welcome at our Cathedral

Position Summary:

The Office Manager ensures the efficient operation of the office by overseeing administrative tasks, managing office resources, and supporting staff and leadership. The Office Manager serves as the central point of contact for (non-liturgical) internal and external communications, fostering a professional and welcoming environment while maintaining organizational effectiveness. This position also oversees event coordination for all events hosted by or at the Cathedral.

This position reports to the Cathedral Dean, collaborates with and supports the Accounting Department and supervises the Office Assistant, Building Manager, Custodian, and Security staff. Regular feedback in the form of check-ins, goal meetings, and annual review appraisals are expected of all supervisors.

This is a full-time position with benefits.

Key Responsibilities:

- **Administration:**
 - Assists the Dean in the day-to-day operations of the Cathedral.
 - Oversee daily office operations to ensure efficiency and organization.
 - Serve as primary contact for all vendors and external partners.
 - Maintain use of space contracts.

- Maintain office supplies inventory and order replacements as needed.
- Collaborate with Assistant to the Dean in the management of office equipment, including troubleshooting and coordinating repairs.
- Supervise the Office Assistant, Building Manager, Custodian, and Security Staff.
- **Financial Management:**
 - Assist with budget preparation and expense tracking.
 - Process invoices, payments, and reimbursements as requested by the Accountant.
 - Coordinate with vendors and service providers for billing and contracts.
- **Human Resources Support:**
 - Maintain employee records.
 - Assist the Dean in onboarding/offboarding processes.
 - Collaborate with the Account with payroll and benefits administration in collaboration with external providers.
 - Support staff scheduling and time-off tracking.
- **Facility Management:**
 - Ensure the office environment is clean, organized, and safe.
 - Oversee building maintenance and liaise with property management and/or contractors.
 - Oversee event preparation in collaboration with other staff, including furniture set-up, A/V, and catering needs.
 - Coordinate scheduling of extra staff events.
 - Manage key access, security systems, and emergency procedures.
- **Technology and Systems:**
 - Collaborate with Media Coordinator to manage office technology and software, ensuring systems are up-to-date and functional.
 - Maintain digital and physical filing systems, ensuring confidentiality and compliance.
- **Support Leadership:**
 - Assist the Cathedral Dean in matters of day-to-day operations.
 - Serve as staff liaison to the Cathedral Buildings and Grounds Committee.
 - Provide support for special projects and initiatives as assigned.
- **Policy Implementation:**
 - Enforce office policies and procedures to ensure consistency and efficiency.
 - Identify opportunities for process improvements.
- **Customer Service:**
 - Handle inquiries and direct them to the appropriate staff or department.
- **Other duties as assigned by the Dean.**

Qualifications:

- B.A. degree, preferred.
- Some experience in ministry, whether compensated or pro bono, is required.
- Strong oral, written, verbal and interpersonal communication skills.

- Excellent organizational skills.
- Effective collaborative and pastoral style.
- Strong integrity, honesty and confidentiality.
- Ability to work with Cathedral members with diverse personalities, cultures and differing opinions
- Proficiency in Microsoft Office and willingness to learn new software.
- Willingness to work occasionally on a weekend (e.g., Building emergencies, Annual Meeting, special events)
- Flexibility to respond to changing needs throughout the daily and weekly schedule.
- Bilingual English and Spanish preferred but not required.

Expected Hours of Work:

The Office Manager & Event Coordinator is expected to work an average of 37-40 hours per week, recognizing that some weeks will be busier than others. Some of these work hours will be in the evenings and/or weekends, so the ability to have flexible hours and manage time is essential.

Compensation and Benefits:

Compensation is commensurate with education and experience. The salary range for the position is \$64,500-\$66,988. The Office Manager & Event Coordinator is eligible to enroll in the health, life, and dental insurance plans offered by CCC. Other benefits include generous paid time off and parental and other leave benefits.

Equal Employment Opportunity/ Affirmative Action:

CCC provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, age, sex, national origin, sexual orientation, gender identity or expression, disability status, HIV/AIDS status, religion (except for positions where active membership in the Episcopal Church is a bona fide qualification), veteran status, marital status, familial status, status as a victim of domestic violence, or other characteristics protected by law.

CCC believes diversity is of God and God’s good creation. We are dedicated to recognizing, understanding, celebrating, and utilizing differences to participate in God’s mission. CCC is particularly committed to racial healing, justice, and reconciliation in the Church and in society. Individuals from historically under-represented groups are encouraged to apply.

Interested applicants should send a resume, with a cover letter, to the attention of: The Very Rev. Miguelina Howell at lina.howell@cccathedral.org. Accepting applications through March 15, 2025 (or until the position is filled, which may be earlier), with applications being reviewed on a rolling basis as submitted.