



## JOB BULLETIN

Hourly Rate of \$18/Hr.  
12-16 Hours per/week

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Location Richmond, VA

The Church of the Holy Comforter, an all-welcoming Episcopal Church in the Diocese of Virginia, seeks a part time Office Manager. The candidate will work with the Rector and Vestry to maintain the church office and ensure efficient operation.

The incumbent of this position will be responsible for performing the following duties:

- Provide administrative support for parish leadership.
- Provide the first positive impression of Holy Comforter to the public (either by voice or in person)
- Operating office equipment and technology.
- Managing office supplies.
- Organizing files and records in a standardized method for easy retrieval following established record managing protocols.

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The ideal candidate will be:

- High School Diploma or GED equivalent.
- Self-motivated, organized.
- Detail oriented people person.

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Two years of clerical or administrative experience is preferred.

- Proficiency in Microsoft Office is preferred
- Bookkeeping experience a plus.
- Full job description is available upon request.

Please send CV/Resume and Introductory Letter to [personnelHoCo@gmail.com](mailto:personnelHoCo@gmail.com)

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*in the Episcopal Diocese of Virginia*