

Job Announcement

Association of Catholic
Colleges and Universities

Association of United States
Catholic Priests

Carmelite NGO

Catholic Association of
Diocesan Ecumenical and
Interreligious Officers

Catholic Charities USA

Catholic Relief Services

Catholic Rural Life

Catholic Health Association
of the United States

Caritas North America

Franciscan Action Network

Holy Name Province, OFM

Ignatian Solidarity Network

Leadership Conference of
Women Religious

Laudato Si' Movement

Maryknoll OGC

National Catholic Education
Association

National Council of Catholic
Women

Sisters of Mercy of the
Americas

Society of the Sacred Heart
United States – Canada
Province

St. Columban Mission for
Justice, Peace and Ecology

Catholic Climate Covenant | Office Manager

Job Title: Office Manager, Part Time
Preferred Location: Washington, D.C.
Supervisor: Executive Director

Catholic Climate Covenant inspires and equips people and institutions to care for creation and care for the poor. Through our 20 national partners, we guide the U.S. Catholic Church's response to climate change through education, advocacy, and organizing.

Websites: www.catholicclimatecovenant.org, www.godsplanet.us, and www.catholicenergies.org

Job Description

The part-time (20 hours/week) Office Manager for Catholic Climate Covenant will work closely with the Executive Director to ensure that office systems, supplies and processes run smoothly.

Responsibilities

- Staff, Partner, and Board of Directors Support
 - In collaboration with the Executive Director, develop agendas and documentation for staff, Steering Committee, and Board of Director meetings
 - Serve as distributor of information to staff, Steering Committee, and Board of Directors, and recording secretary for their meetings
 - With Executive Director, create, refine and implement standard operating procedures
 - With the Executive Director, maintain employee benefits package
 - Report employee time to the accountant and maintain employee leave records.
 - Manage recruiting, vetting and human resource onboarding for new employees.
 - Monitor info email account and distribute to staff for replies as needed
 - Assist staff seeking interns with recruitment and HR onboarding
- With Database manager, keep Google Drive folders and files updated to

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ensure documents are appropriately filed and permissions are secure.

- Accounting
 - Collaborate with Accountant to maintain accurate financial records, secure documentation for organization’s annual audit and 990 filing
 - Oversee processing of checks, invoices, donations, and staff reimbursements
 - With program staff, track expenditures for restricted revenue (primarily grants)
- Other duties as assigned

Desired Skills for this position: Human resource experience and expertise, bookkeeping experience, highly organized, eagerness to help with clerical tasks.

Starting Salary: \$35/hour + some benefits.

Preferred location: Washington, DC.

To apply, please send your resume and cover letter to info@catholicclimatecovenant.org.

DEADLINE TO APPLY: August 9, 2024

Catholic Climate Covenant is an Equal Opportunity Employer that does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation, or any other characteristic protected by the law. We welcome applicants from a diverse spectrum of qualified candidates.