

# OUR LADY OF MERCY

16 Baboosic Lake Road  
Merrimack, NH

## JOB DESCRIPTION

**POSITION:** Office Manager **FLSA Code:** Exempt  
**JOB TYPE:** Full Time – 24 hours/wk. M-Th  
**SALARY:** Commensurate with experience  
**CLASSIFICATION:** Administration **DATE:** 2/10/2026

**INTRODUCTION:** The Bishop of Manchester is the visible principal and foundation of the unity in the diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the bishop employs suitable, chosen collaborators, (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed at Our Lady of Mercy helps to extend the ministry of the Bishop in particular ways as outlined in the job description. All employees of Our Lady of Mercy assist the Pastor in serving the Parish. This position reports to the Pastor. The Office Manager oversees daily business operations, ensuring a productive work environment by managing administrative staff, office supplies, and facility maintenance. Key responsibilities include implementing office procedures, coordinating meetings, assisting with human resources tasks for current staff and new hires, and being the main point of contact for vendor relations and staff communication.

### GENERAL DUTIES:

- **Hospitality:** Provide a welcoming, professional front-line presence for all parishioners, visitors and staff
- **Office Operations:** Develop and maintain office procedures to ensure maximum efficiency and cost effective use of Parishioner provided resources
- **Administrative Support:** Manage correspondence, answer phones, prepare reports, and maintain organized files, databases and sacramental records
- **Communication:** Oversee the weekly bulletin, website updates and parish wide digital communications, including communications with various Parish Councils, Groups, committees, etc.
- **Events, Facilities and Supply Management:** Coordinate facility scheduling, maintain and order office and facility supplies, manage office equipment (printers, phones, computers) and manage vendor relationships

- **HR/Staff/Financial Support:** Assist the Business Manager in various day to day tasks including purchasing, bookkeeping, mailings, various HR functions, capital project management and other miscellaneous tasks as required
- **Safety & Compliance:** Ensure compliance with health, safety, and Parish and Diocesan policies and requirements

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- **Experience:** Proven experience as an Office Manager or similar administrative leadership role. Experience with payroll and accounts payable in a non-profit setting a plus
- **Organization:** Highly organized with exceptional time management skills and attention to detail
- **Communication:** Excellent verbal and written communication skills
- **Technical Proficiency:** Knowledge of office software (Microsoft products, Database management) and hardware (Computers, printers, copiers)
- **Problem Solving:** Ability to proactively identify inefficiencies and implement solutions
- **Education:** Associate's Degree or higher in accounting and/or business management or equivalent.

Please contact Sharon Nagy, Business Manager at 603-424-3757 or [snagy@olmnh.org](mailto:snagy@olmnh.org) if interested about learning more