

St. Philip Neri Church in Fort Mill, South Carolina is a vibrant, growing parish of 2900 families. We are a Catholic Community united to form a church family dedicated to continuing the ministry of Christ. We are seeking a full-time Director of Office & Operations to serve as the operational advisor in support of the Pastor's responsibilities to the Parish.

As a professionally qualified team member, the Director of Office and Operations is a steward of the physical and personnel resources of the parish, including the church and the Child Development Center. This individual must understand, support and accurately articulate St. Philip Neri's goals, policies, and programs; and display a strong commitment to the mission and vision of the Parish, Diocese of Charleston, and the Roman Catholic Church. This individual will direct all responsibilities with technical expertise within a framework of shared ministry and Catholic values as lived by themselves.

As a member of the leadership team, the Director of Office and Operations serves as key advisor on all matters related to human resources, facilities, grounds maintenance, campus security, and fundraising activities, and performs similar functions for the Child Development Center. Guided by the necessary approvals from the Pastor, in concert with the Diocese of Charleston, the Director of Office and Operations serves in a leadership role and acts as liaison to the Diocese of Charleston.

For a complete job description go to the parish website www.saintphilipneri.org and look for Employment Opportunities. Send all resumes, references and inquiries to businessmanager@saintphilipneri.org.