BEXLEY SEABURY

Office Manager & On-Site Events Coordinator (Part-Time)

Bexley Seabury Seminary

Bexley Seabury Seminary operates primarily online, but our community relies on a well-run physical presence to support faculty, staff, and students. We are seeking a dependable, detail-oriented professional to manage our office, coordinate the shipment of materials and equipment, and provide on-site support for the events that bring our community together in person a few times each year.

Position Snapshot

- **Hours: approximately 10 hours/week on average, with additional hours around on-site events as described below**
- **Pay: $20/hour; travel in the greater Chicago area occasionally required. Mileage reimbursement for travel, other than regular commute to St. James Commons, is available.**
- **Location: must reside in the Chicago area; weekly access to our downtown Chicago office at St. James Commons (65 E Huron St Chicago, Chicago, IL 60611) required, with periodic travel within the greater Chicago area**
- **Schedule: largely flexible and self-directed, with occasional Saturday work (2–4 times/year) and availability required for a late-August weekend**
- **Reports to: Dean of Student and Community Engagement**
- **Start date: Negotiable between October 15 and 30, 2026**

About the Role

This role supports the day-to-day operations of a seminary that conducts most of its work online. Routine responsibilities include managing mail and inventory, and ensuring faculty and staff have the materials and equipment they need. Typically five to six times a year, the scope expands to include on-site event support—coordinating hospitality for a class session, managing logistics for Commencement Week (mid-May), or supporting Orientation Weekend (late August). This position suits someone comfortable balancing independent, steady administrative work with concentrated periods of hands-on event coordination.

Weekly & Ongoing Responsibilities

The following form the core of the role in a typical week:

- Pick up incoming mail and packages at our downtown Chicago office; sort, log, and forward to the appropriate faculty or staff member as needed
- Establish and maintain organization of the office space
- Maintain inventory of promotional materials and swag, tracking stock levels and reordering items as necessary
- Maintain inventory of IT/AV equipment kept on-site
- Ship promotional materials, swag, and IT/AV equipment to faculty and staff for conferences, events, or day-to-day needs
- Provide clear instructions and troubleshooting support to faculty and staff shipping materials back to the office
- Respond to routine requests related to office resources, shipping, and inventory
- Serve as first point of contact for facilities issues at the office, escalating to building management as needed
- Send–or make arrangements to send–gifts, flowers, or get-well items on behalf of Bexley Seabury as directed by the Dean of Student and Community Engagement or her designee
- Print and mail hard-copy acknowledgments for gifts made to the Seminary as directed by the Dean of Student and Community Engagement or her designee
- Other duties as assigned by the Dean of Student and Community Engagement

Tasks That Ebb and Flow Through the Year

The following responsibilities cluster around specific points in the calendar, resulting in busier periods offset by lighter weeks throughout the rest of the year.

After conferences and promotional events (year-round, as scheduled)

- Receive and restock returned promotional materials and swag
- Reconcile outgoing and returned materials, and update inventory accordingly
- Reorder depleted stock

On-site classes (3-5 times per year; typically in January, March or April, June or July, and October or November)
Classes typically take place at St. James Commons/St. James Cathedral in Chicago, IL, with one two-day course scheduled each spring at St. Mark's Episcopal Church in Evanston, IL. Hours for class support will typically include a few hours at the beginning and end of the course for set up and tear down, but may extend to a few hours for each day of the course (two to five days) depending on course needs.

- Coordinate with the building contact to confirm space, schedule, and access
- Procure, set up, and clean up snacks and hospitality for the class, accounting for any dietary needs communicated in advance
- Set up instructor tech needs, such as a TV cart or other AV equipment
- Provide on-site troubleshooting support during class sessions
- Restock classroom or hospitality supplies afterward

Commencement Week (mid-May, Tuesday–Friday)
Commencement week typically takes place at St. James Commons/St. James Cathedral in Chicago, IL. Depending on support needs and availability, we anticipate this could range from 5-15 hours in addition to the normal 10 hours for the week.

- Serve as building liaison for space scheduling across the week's events
- Arrange meals and hospitality, coordinating with vendors and accounting for dietary and accessibility needs
- Provide on-site logistical support (setup, materials, technology, and hospitality) throughout the week
- Coordinate teardown and return spaces to normal use

Orientation & Formation Weekend (late August, Friday–Monday)
Orientation and Formation Weekend likely will take place at the Loyola University Retreat and Ecology Campus in Woodstock, IL. Lodging, meals, and travel will be covered for the event, with anticipated work hours ranging from 10-20 hours in addition to the normal 10 hours for the week.

- Same scope as Commencement Week, spanning a weekend—this is the one period of the year requiring weekend availability across all four days
- Building liaison duties, meal and hospitality arrangements, and on-site support throughout

Ongoing building liaison duties (as scheduled throughout the year)

- Serve as the primary point of contact with building management for scheduling on-site courses, meetings, or events
- Coordinate access, room setup, and hospitality logistics for each event booked

Qualifications

- Must reside in the Chicago area, with reliable weekly access to our downtown Chicago office and the ability to travel within the greater Chicago area a few times per year
- Strong organizational skills and demonstrated ability to manage inventory and logistics independently
- Ability to lift and carry boxes of materials or equipment weighing up to 30 lbs
- Comfort with basic AV/technology setup
- A reliable, self-directed work style suited to a part-time role with general rather than day-to-day supervision

- A professional, welcoming presence—this person may serve as the first in-person point of contact for faculty, staff, students, and guests during on-site events
- Discretion in handling sensitive mail and materials
- Flexibility to work occasional Saturdays and the August Orientation Weekend
- Valid driver's license or reliable access to public transit for all on-site locations
- Background check required, given regular on-site access and interaction with students

A Note on Schedule

Most weeks offer flexibility in structuring the approximately 10 hours required. This rhythm shifts around on-site classes, Commencement Week in mid-May, and Orientation Weekend in late August, as described above. During these events, the role requires more concentrated, scheduled hours, including occasional Saturday/weekend work.

To apply for this position, please send a cover letter and resume/CV to community@bexleyseabury.edu.

*We will begin reviewing applications and interviewing candidates on **September 23, 2026**, though the posting will remain open until the right candidate is found.*

Bexley Seabury Seminary does not discriminate on the basis of race, color, national origin or ancestry, age, sex, sexual orientation, gender identity and expression, disability, marital status, pregnancy, genetic information, religion or creed, or veteran or military status.