



Job Description

Position: Office Manager, Bolingbrook Campus - TBD

Reports to: Campus Pastor, Bolingbrook Campus – Mark Lennox

Schedule: Part-time (1,200 hours per fiscal year; est. 24 hours/week) / Hourly, Non-Exempt

Employment

Classification: Coordinator/Manager (C)

Overview:

The Office Manager runs the Bolingbrook Campus office, oversees office staff and volunteers, communicates with other campuses and centralized departments of the church on behalf of the Bolingbrook Campus team. The manager sets the tone for how the public interacts with this campus during business hours. This role works with the Campus Pastor to coordinate congregational care for the campus.

Responsibilities:

- Oversee all aspects of general office coordination, such as keeping lists of things needed for purchase, mail, keys, office forms, printer receipt and helping to keep an orderly space.
- Interact with visitors and vendors while maintaining confidentiality in all aspects of congregation, staff and campus information.
- Liaison with Communications Department and manage communications projects, including Navigator, Communications Request Forms (CRFs), Banners/Posters, Facebook Schedule, Rack Cards, eNews and website updates for Bolingbrook Campus.
- Remind and gather expense request forms on a monthly basis.
- Coordinates with Facilities Team and community service workers.
- Be the key contact for all rental groups in both their planning and their time in the building. Coordinate for their needs with other departments of the church as needed.
- Be the key point person for Congregational Care as it relates to responding, setting counseling appointments, planning for weddings and funerals, interacting with Congregational Care Ministries, linking to outside care and counseling services, etc.
- Respond to prayer requests as directed by the Campus Pastor, Care phone calls, voicemails and emails within allotted timeframe; Respond to Care issues such as coordinate hospitalization team, arranging phone calls, etc. and follow-up to on-going needs.
- Provide accurate and updated congregation information by utilizing Rock.
- Manage the room reservation system (EventU) for Bolingbrook Campus.
- Support the Campus Pastor (project management, email, meetings management, focus).
- Improve the operational systems, processes and policies in support of the organization's mission and vision.
- Manage the baptism process four times a year.

- Manage Calendars for the Campus and Campus Pastor.
- Support of Campus events and as possible for Departmental events.
- Manage and work as a coordination hub for Central Ministries and Operations Ministries towards the Campus.

Additional Requirements:

- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or pursuing membership of The Compass Church.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned