



Job Description

Position: Office Manager, South Naperville Campus -TBD
Reports to: Campus Pastor, South Naperville Campus – Jon Kalvig
Schedule: Part-time (1,200 hours per fiscal year; est. 24 hours/week)
Hourly, Non-Exempt

Employment

Classification: Coordinator/Manager (C)

Requirements & Responsibilities

- Acts as liaison between South Naperville Campus and Communications.
- Manages campus communication requests and distribution including:
 - Navigator
 - ENews Letters
 - Banners/posters
 - Rack Cards
 - CRF's
- Follows up with Connection requests in Rock for Serve in Teams.
- Maintains accurate records in Rock database for SN congregants.
- Manages prayer requests and follow up.
- Handles financial reimbursements and check requests as well as Jon's Expense Report.
- Purchases office supplies as needed; manages SN Campus Amazon account.
- Event coordination including communication with Facilities Team.
- Reserves and approves rooms through EventU.
- Receives campus phone calls and monitors/responds to campus emails.
- Be available to assist staff within reason.
- Congregational Care coordinator for SN Campus.
- Assists Central Ministries in onboarding of new staff members.
- Have a strong sense of calling to work in church ministry.
- Understand cultural trends while being committed to biblical truth.
- Team player with leadership skills.
- Proactive communicator.
- Able to have fun and laugh...even at oneself.
- Be committed to the mission, vision, faith growth priorities, and ministry philosophy of The Compass Church.
- 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 become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.