



Job Description

Position: Office Manager, Bolingbrook Campus

Reports to: Campus Pastor, Bolingbrook Campus – Mark Lennox

Schedule: Part-Time 1200 hours

Employment

Classification: Manager/Coordinator (C)

Responsibilities:

- Oversee all aspects of general office coordination, such as keeping lists of things needed for purchase, mail, keys, office forms, and printer receipts, and helping to keep an orderly space.
- Interact with visitors and vendors while maintaining confidentiality in congregation, staff, and Campus information.
- Liaison with the Communications Department and manage communications projects, including Navigator, Communication Request Forms, Banner/Posters, Facebook Schedule, Rack Cards, eNews, and website updates for our Bolingbrook Campus.
- Spanish translation as needed and requested.
- Spanish Online support and social media as requested.
- Oversee expenses due from Departments and assist Campus Pastor.
- Manage certain administrative processes such as Flower Invoices, Staff Birthdays, Calendar, and certain events.
- Manage the Planning Center rotation of Hosting, Closing, and Specials with Campus Pastor and Worship Director.
- Coordinate with facilities team and community service workers.
- Be the key contact for all rental groups in their planning and their time in the building. Coordinate their needs with other departments of the church as needed.
- Provide accurate and updated congregation information by utilizing Rock.
- Manage the room reservation system for our Bolingbrook Campus.
- Support the Campus Pastor as requested (Project Management, Email Follow-Up, Meetings Management, etc.).
- Manage the baptism process a minimum of four times a year in conjunction with the Pastor of Congregational Care & Support Groups.
- Manage Calendars for the Campus and Campus Pastor.
- Manage and work as a coordination hub for Central Ministries and Operations Ministries towards the Campus.
- Required to work Christmas Eve & Easter weekend, as well as other possible events outside of regular working hours as required by leadership.

General 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 pursue membership of The Compass Church.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.

Qualifications:

- Trustworthy with tasks from start to finish.
- Able to problem solve & make decisions.
- Strong written communication and computer skills
- Self-starter and forward thinker– senses what needs to be done or improved.
- Organized & good with details.
- Excellent concentration with ability to stay on task despite interruptions.
- Bilingual Spanish and English.