



Job Description

Position: Office Manager, Bolingbrook Campus & Compass Español
Reports to: Campus Pastor
Schedule: Part-time (1,200 hours) Mon-Thu 9a-2p; Hourly, Non-Exempt

Employment

Classification: Coordinator/Manager (C)

Position Summary

The Office Manager provides administrative, operational and communications support for the Bolingbrook Campus and Compass Español. This role partners closely with the Campus Pastor to coordinate Campus operations, manage communications, support ministry initiatives, oversee scheduling and administrative processes and serve as a central point of contact for congregants, volunteers, staff and community partners. The Office Manager helps create an organized, welcoming environment that supports The Compass Church's mission of *Helping People Find & Follow God*.

Responsibilities

Administrative Support

- Assist the Campus Pastor with administrative tasks including scheduling, communications, calendar management, meeting coordination and congregational follow-up.
- Manage Campus calendars, room reservations, reports and pastoral meeting schedules.
- Provide support to Staff and ministry leaders while assisting visitors, callers and those seeking information or assistance.
- Receive and distribute mail, packages and deliveries for the church and community organizations utilizing the facility.
- Maintain office organization, supplies, forms, keys and administrative records.
- Maintain accurate records and data within church management systems, including Rock.

Communications

- Serve as the liaison between the Bolingbrook Campus, Compass Español and the Communications Team.
- Create, edit and distribute Campus communications, including eNews, social media content, communication request forms (CRFs), website updates and promotional materials.
- Manage and engage Campus social media platforms in both English and Spanish.
- Assist with translation and communication projects as needed.
- Maintain a welcoming and responsive online presence that reflects the mission and values of The Compass Church.

Ministry & Worship Coordination

- Coordinate annual worship hosting and preaching schedules in collaboration with ministry leaders.
- Communicate schedules and schedule changes to Staff and volunteers.
- Support the planning and coordination of worship services, baptisms, special events and ministry initiatives.
- Assist ministry teams with administrative and logistical needs to support effective ministry execution.

Financial & Office Management

- Process payments, reimbursements and check requests in accordance with church policies.
- Purchase office and event-related supplies as needed.
- Coordinate registration processes, promotional materials and administrative support for Campus events and initiatives.
- Maintain accurate records and assist with reporting requirements as needed.

Campus Operations & Facilities Coordination

- Serve as the primary liaison between Campus ministries, community organizations utilizing the facility and the Facilities Team regarding building maintenance, repairs and facility needs.
- Coordinate room reservations and facility usage for Campus events, ministry activities and approved external groups.
- Support a safe, organized and welcoming Campus environment by communicating operational needs and following up on facility-related requests.
- Coordinate operational communication and facility-related needs with organizations utilizing the Campus.

Team & Congregational Support

- Support Campus Staff, volunteers and ministry leaders in carrying out ministry priorities and events.
- Help create a welcoming environment for congregants, guests and community partners.
- Serve as a coordination point between Central Ministries, other campuses and local ministry partners.
- Strengthen connections within the church community through effective communication and administrative support.

Qualifications

- Bilingual in Spanish and English, with strong written and verbal communication skills.
- Proven ability to manage multiple projects and responsibilities with accuracy, reliability and attention to detail.
- Strong organizational and time management skills with the ability to prioritize, problem-solve and make sound decisions.
- Self-starter who looks for ways to improve systems, processes and communication.
- Team player with strong interpersonal skills and a servant-hearted approach to ministry.
- Proficient in Microsoft Office and able to learn new systems and technologies quickly.
- Experience with social media platforms, content creation and communication tools preferred.
- Demonstrated ability to handle confidential and sensitive information with discretion and professionalism.

Physical Requirements

- Ability to sit, stand, walk, bend, reach and use a computer for extended periods of time.
- Ability to move throughout the Campus and access various offices, meeting rooms and ministry spaces.
- Ability to occasionally lift, carry, or move office supplies, event materials and packages up to 25 pounds.
- Ability to communicate effectively in person, by phone and through electronic communication methods.
- Ability to attend and support occasional evening, weekend and special church events as required.

Additional Requirements

- Actively support and live out the mission, vision, faith growth priorities and ministry philosophy of The Compass Church.
- Affirm and align with the Statement of Faith of The Compass Church and the Evangelical Free Church of America.
- Attend weekend worship services at The Compass Church regularly.
- Become a member of The Compass Church within 12 months of employment.
- Participate in weekly Campus staff meetings, monthly all-staff meetings and leadership development opportunities as assigned.
- Availability to support Christmas Eve services, Easter weekend services and other special church events as needed.
- Willingness to assist with other duties as assigned.