THECOMPASSCHURCH

Job Description

Position: **Office Manager, Bensenville Campus**

Reports to: **Associate Pastor**

Schedule: **Part-time /** Hourly, Non-Exempt (1,200 hours per fiscal year)

Employment Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Associate Pastor and is based at the Bensenville Campus. The Office Manager serves the mission of *Helping People Find & Follow God* by providing administrative, organizational and communication support to Campus ministries and operations. This position helps maintain an organized and welcoming Campus environment, coordinates ministry activities and events, supports communication efforts and serves as a key point of contact for Staff, visitors, vendors and rental groups.

The position requires regular availability during Campus operating hours, attendance at weekly Campus/Ministry Staff meetings and monthly All-Staff meetings and availability for Christmas Eve, Easter weekend and other events outside regular working hours as required by leadership.

Duties & Responsibilities

Responsibilities include, but are not limited to:

Office Administration & Coordination

- Oversee general office coordination, including tracking items needed for purchase, managing mail, keys and office forms, organizing printer receipts and maintaining an orderly office environment.
- Interact with visitors and vendors in a welcoming and professional manner while maintaining the confidentiality of congregational, Staff and Campus information.
- Manage Campus calendars and coordinate administrative processes, including flower invoices, Staff birthdays and Campus events.
- Provide administrative support to the Associate Pastor, including project coordination, email follow-up and meeting management.
- Oversee departmental expenses and assist the Associate Pastor with related administrative and financial processes.

Communication & Bilingual Support

- Serve as a liaison between the Campus and the Communications Department to coordinate projects through our Communication Request Forms (CRFs), including promotional materials and website updates.
- Provide Spanish translation as needed and requested.
- Provide Spanish-language support for CompassOnline and social media communications as requested.
- Support communication efforts to ensure information is accurate, timely and appropriate for the Campus.

Ministry & Event Coordination

- Coordinate Planning Center rotations for hosting, closing and special services in collaboration with the Associate Pastor and Worship Director.
- Manage the baptism process at least four times per year in coordination with the Care Pastor.
- Coordinate Campus events and administrative processes to support effective ministry operations.
- Coordinate with Campus Staff and ministry leaders to support ministry activities and special events.

Facilities & Room Scheduling

- Coordinate with the Facilities Team and community service workers to support Campus needs.
- Serve as the primary contact for rental groups throughout the planning process and during their use of the building.
- Coordinate rental group needs with other church departments as necessary.
- Manage the Campus room reservation system and coordinate scheduling needs to avoid conflicts and support effective use of Campus facilities.

Campus Information & Systems

- Maintain accurate and up-to-date congregational information using Rock.
- Manage Campus calendars and coordinate scheduling information across ministries.
- Serve as a coordination hub between Central Ministries, Operations Ministries and Campus Staff to facilitate communication, information sharing and follow-through.

Staff Collaboration & Administration

- Attend weekly Campus/Ministry Staff meetings.
- Attend monthly All-Staff meetings.
- Perform other duties as assigned.

Required Skills & Abilities

Qualifications

- Previous administrative, office coordination or related experience preferred.
- Bilingual in Spanish and English, with the ability to communicate effectively in both languages.
- Strong organizational, administrative and time management skills with attention to detail.
- Excellent written and verbal communication skills and the ability to interact professionally with Staff, visitors, vendors and ministry partners.
- Ability to maintain confidentiality and exercise sound judgment when handling congregational, Staff and Campus information.
- Ability to prioritize multiple responsibilities, work independently and collaborate effectively with others.
- Basic proficiency in Microsoft Office 365 and the ability to learn church management systems and other ministry technology.
- Ability to coordinate projects, manage schedules and follow through on administrative responsibilities.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment. If married, the employee's spouse is also expected to become a member.
- Attend monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of sitting and working at a computer when performing administrative responsibilities.
- Frequent use of standard office equipment.
- Ability to move throughout Campus offices, ministry spaces and facilities as needed.
- Occasionally lift and carry items weighing up to 25 pounds.
- Ability to assist with event preparation and other Campus activities as needed.