



## Job Description

**Position:** Office Manager, South Naperville Campus

**Reports to:** Campus Pastor, South Naperville Campus – Jon Kalvig

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

**Employment Classification:** Coordinator/Manager (C)

**Overview:** This position assists the Campus Pastor through leading and overseeing the administrative functions of our South Naperville Campus.

### Responsibilities:

- Acts as liaison between South Naperville Campus and Communications.
- Manages Campus communication requests and distribution including:
  - Navigator
  - eNews Letters
  - Banners/Posters
  - Rack Cards
  - Communications Request Forms (CRF)
- Follows up with Connection requests in Rock for Serve in Teams.
- Maintains accurate records in Rock database for South Naperville Campus congregants.
- Send out weekly Campus prayer requests emails.
- Handles financial reimbursements and check requests and Jon's Expense Report.
- Purchases office supplies as needed; manages South Naperville Campus Amazon account.
- Manage promotional material, registrations for upcoming initiatives.
- Supports South Naperville team with Campus calendar, reports, room managements.
- Proactively posts and engages congregation through social media outlets.
- Receives Campus phone calls and monitors/responds to Campus emails.
- Triage all walk-in needs and refer to staff as needed.
- Be available to assist staff within reason.
- Assists Central Ministries in onboarding of new staff members.

### Additional Requirements:

- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Be committed to the mission, vision, faith growth priorities, and ministry philosophy of The Compass Church.
- 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.

**Qualifications:**

- Trustworthy with tasks from start to finish.
- Able to prioritize responsibilities, problem solve, and make decisions.
- Self-starter and forward thinker – identifying ways to improve on existing tasks.
- Team player with leadership skills.
- Proactive communicator.
- Able to have fun and laugh...even at oneself.