



## Job Description

**Position:** Office Manager, Naperville Campus

**Reports to:** Campus Pastor – Ryan Worsley

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

### Employment

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

### Role Overview:

This person runs the Naperville Campus office, oversees office staff and volunteers, communicates with other campuses and centralized departments of the church on behalf of the Naperville Campus team, and sets the tone for how the public interacts with our campus during business hours.

### Responsibilities:

- Act as a resourcing hub for Naperville Campus Ministries: Naperville departmental staff come to you for support with functions like printing, mailing, room scheduling, office supplies, etc. Also, act as a key connector for Naperville departmental admin staff.
- Manage Naperville Campus guidelines: Guide and enforce various care, logistics, scheduling, and ministry guidelines - helping staff, congregation and outside groups understand our culture and how to succeed within it.
- Oversee Naperville Campus Receptionist and office volunteers.
- Personally assist the Campus Pastor: Be an aid to the Campus Pastor through appointment scheduling, office work, research, purchasing, internal communications, etc.
- Be a key interface between the Naperville staff and other Central Staff: Act as a key interface between Naperville staff and other teams; such as Facilities, Communications, Human Resources, Worship Arts, Global, Care, IT, and Finance.
- Act as the Administrator for Naperville Staff Meetings and Functions: Create and manage shared documents for the Naperville staff and set up Naperville staff events, such as special meetings, planning retreats, staff parties, etc.
- Host outside groups: Be the key contact for all rental groups in both their planning and their time in the building. Coordinate their needs with other departments of the church as needed.
- Support or lead some Naperville-specific special events: Assist or oversee some midweek special events as they come into play - seminars for pastors, meetings with community leaders, hosting non-profits or other ministries, etc.

**Additional 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 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.