

ABOUT US:

Harvest Bible Chapel of Rockford is a 15-year old church plant from Harvest Bible Chapel in Rolling Meadows, IL. Our church is conservative in theology and aggressive in reaching people for Christ. Sunday morning services include preaching and worship. Our passion is to love the Lord and spread that passion to our city and to the nations. Church planting is in our blood – we have sent a church planters from our church body to the Czech Republic, India, and soon to Milwaukee, WI. Attendance is approximately 750-800, including many young families. The church facility is 32,000 square feet.

JOB SUMMARY:

Provide administrative assistance for the senior pastor and pastoral staff, manage the administrative support staff and various tasks needed to support the congregation and ministries.

- Support of the senior pastor by overseeing his and the church calendar, verbal and written communications, event and meeting preparation, purchasing of materials and gifts, and documentation of sermon notes, baptisms, and decisions for Christ. Report weekend totals of attendance and offering.
- Perform front desk duties including answering phone inquiries, assisting guests, screening email and postal mail, and managing petty cash.
- Manage purchasing of office supplies and ministry materials, developing and maintaining good relationships with vendors.
- Communicate verbally and in writing to church leadership, staff, and the congregation – directly and in cooperation with the Communications Coordinator.
- Recruit, orient, and train volunteers. Assist staff and volunteers with computer and software usage.
- Respond to questions concerning facility usage, scheduling as appropriate.
- Various duties including taking meeting notes, running errands, ordering food, assisting with weekend preparation – bulletins, items for information booth, signage, tables, etc. Monday follow-up – information booth sign-ups to ministry leaders, teardown of lobby, compilation and communication of attendance, distribution of prayer requests, and logging of miscellaneous monies received.

WHAT WE NEED FROM YOU:

- A growing relationship with Christ.
- Warm and caring attitude, strong interpersonal skills, and high integrity.
- Ability and willingness to respond to the needs of others, including leadership, staff, church members, and visitors.
- Demonstrated ability to develop processes and procedures to produce quality results and meet established deadlines.
- Effective leadership and development of office support staff.
- Ability to problem-solve while remaining calm.

- Ability to recognize and readily adapt to changing priorities.
- Effective verbal and written communication skills.
- Solid understanding of computer software programs and office applications, including a working knowledge of Microsoft Word and Excel.
- Demonstrated ability to maintain accurate records and concise files.
- 2 – 5 years administrative experience is preferred.

HOURS:

Monday – Friday: 8:30am-5:00pm, with the flexibility needed to support special events.

WHAT YOU WILL RECEIVE:

- Salary is commensurate to experience and other qualifications
- Health w/HSA, Dental, and Vision Insurance
- 403(b) or Roth IRA Retirement Plan with employer match
- Paid Time Off
- Paid Holidays

Due of the nature of the position, this person must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

Responsibilities of the Office Manager

Front Desk Duties

- Answer phones and respond to inquiries regarding church questions
- Assist individuals who stop in the office
- Manage the general church email address
- Sort incoming mail and send outgoing mail
- Act as a liaison to outside vendors as needed
- Manage petty cash by maintaining receipts and conduct a monthly count

Administrative Assistant to Senior Pastor John Dirkse

- Ensure pastor is aware of births/deaths/illnesses among the church body
 - Keep notes of items to bring to pastors attention during weekly one-on-one meeting
1. Ask him about or make him aware of details regarding imminent services/events
 2. Highlight potential holes and discuss solutions
 3. Prompt him to think through events in the upcoming months
 4. Recommend dates for and highlight possible conflicts among church-wide calendar events

- Assist in overseeing his calendar and scheduling appointments
- Communicate messages
- Suggest additions to and prepare agenda for weekly staff meeting
- Aid in communication with elders and scheduling of elder events
- Help plan and manage any leadership/staff retreats
- Acquire, wrap and send thank you/sympathy/farewell gifts
- Order preaching or other materials as requested
- Document sermon titles and passages

Communication

- Manage and email reminders for building lock-up, etc.
- Communicate with elders, deacons and ministry leaders regarding needs, requests, events, etc. (at times on behalf of the pastoral staff)
- Edit all church emails for Communications Coordinator
- Keep in touch with Harvest Missionaries. Be aware of prayer or other needs
- Work in conjunction with Communications Coordinator, helping make sure she has the information needed to best communicate with the church

Facility Management

- Manage facility usage requests by replying to inquiries and schedule as appropriate
- Communicate usage fees and cleaning expectations
- Coordinate building entry and exit during special usage
- Ensure all forms have been properly filled out
- Partner with Wedding Coordinator on scheduling

Church Calendar Management

- Manage and oversee the church calendar
- Propose church wide schedule for pastoral approval
- Prompt ministry leaders for yearly calendar to be submitted by June 1
- Proactively communicate with ministry leaders to track down event information

Purchasing

- Maintain stock of office supplies and manage relationships with vendors
- Oversee the research and booking of venues as needed
- Manage online purchase profiles or other ordering platforms
- Manage staff's ability to purchase
- Ensure contact information and payment methods are secure and up-to-date
- Place orders on behalf of staff, ministry leaders, and tech teams as requested
- Track purchases and allocate to proper budget lines

Orienting and Training

- Recruit and instruct volunteers to implement pastoral goals
- Assist in orienting new ministry leaders to commonly used software tools
- Equip new staff and volunteers with profiles and login information
- Assign administrative privileges as appropriate
- Provide basic training in utilizing software tools, office equipment, etc.

Monday - Post Sunday Duties

- Check info booth for sign-ups. Send to appropriate outreach or ministry leaders
- Inventory books
- Refresh lobby area. Tear down and put away any tables or items as needed
- Collect attendance for auditorium and Harvest Kids
- Send out attendance email
- Send out prayer request emails and print prayer requests for staff
- Log money received from book and shirt sales
- Email offering total and attendance total to senior pastor

Pre-Service Duties

- Edit, print and fold bulletin
- Transport checks and secure in safe
- Prepare, print and set up any documents for information booth
- Layout bulletins and count sheet for ushers
- Refresh lobby area, set up any special signage or tables as needed

Miscellaneous

- Act as a liaison for all deacons and ministry leaders
- Order food for meetings
- Run errands as needed
- Assist with all church events. May include recruiting and orienting volunteers, preparing the event space, running a table, or other administrative assistance
- Record names of baptisms and decisions for Christ
- Take minutes/notes at staff meetings and share in document with staff
- Other duties as requested

**Please send your resume as well as a cover letter to Linda Yoho
at . lyoho@harvestrockford.org.**