



Position: Part-Time Business Manager

Purpose: To greatly expand the ministry and advance the mission of Harvest Palos.

Job Description:

Administrative Management

- Supervise administrative staff for improved efficiency, quality and professionalism
- Train administrative staff for ongoing effectiveness
- Manage administrative staff, maintaining high morale and promoting conflict resolution
- Coordinate administrative staff to complete projects and tasks with joyful hearts
- Oversee and coordinate church office operations by maintaining/purchasing office equipment, supplies, services and furnishings

Event Management

- Monitor church calendar and collaborate with staff on events
- Oversee effective event registration, preparation and coordination
- Rally volunteers to serve at church events
- Coordinate building usage
- Maintain a high level of building cleanliness before, during and after events

Pastoral Assistant

- Assist the Senior Pastor in his weekly responsibilities and travel plans
- Oversee travel plans for mission teams and guest speakers
- Maintain a loyal, supportive and joyful attitude with pastors and staff
- Expect responsibilities to change weekly

HR/Account Management

- Oversee financial staff by promoting routine excellence and integrity with all stewardship
- Maintain a strict level of confidentiality with sensitive files
- Sign-off on accurate weekly, monthly, quarterly and annual reports
- Monitor HR needs like payroll, hiring, staff records, and benefit management
- Work closely with deacons and staff to implement the church financial policy manual
- Solve problems with reporting, payroll and accounts payable

Administrative Staff to Manage

- Part-time financial clerk
- Part-time financial administrator
- Part-time office secretary
- Part-time office assistant
- Part-time communication director

Qualifications:

- Great organizational skills and follow-through to completion.
- Able to stay on top of many different projects at once while remaining flexible.
- Able to maintain a positive attitude while dealing with many people and projects.
- Staff management and HR experience. Able to manage others for maximum effectiveness.
- Trustworthy person capable of maintaining confidentiality.
- Great at managing routines, deadlines and checklists.
- Fluent with common office technology and software programs.

Spiritual Expectations:

- Maintain a mature, healthy walk with the Lord Jesus.
- Attend a Harvest Palos small group and Sunday services on a weekly basis.
- Become a member at Harvest Palos.
- Abide by all expectations in the staff manual.
- Attend all major events at Harvest.

Commitments:

Time commitment: +/- 30 Hours per week

Compensation: \$23 per hour

Benefits: Church will provide a laptop, a cellphone, and office furnishings. Part-time staff working 20+ hours a week are eligible for two paid weeks of vacation per year (check the Staff Manual for details), and 5 sick/personal days per year.

Healthcare: Health insurance is only offered to full-time employees.

Mileage: church will reimburse work mileage at IRS rates monthly through a reimbursement account.

Start Date: February 1st

Application process:

- Fill out an official employment application from our website. (harvestpalos.org)
- Send a copy of all college transcripts to the office.
- Send an official resume to the office.

Office location: Harvest Bible Chapel Palos, 6600 W. 127th Street, Palos Heights, IL 60463

Documents can also be emailed to Senior Pastor Ryan Hall at rhall@harvestpalos.org