



Student Ministry Administrator in central Naperville, IL

Good Shepherd Lutheran Church is hiring! We are looking for our next Student Ministries Administrator. If you are looking for a part-time role at a Christian organization supporting the church and the students, we want to hear from you!

Reporting to the Ministers, this position will assist in development, planning, implementation, and evaluation of Student Ministry programs and events.

Position Summary:

Job Location: This is an on-site position in central Naperville, IL.

Hours: 20 hours per week including Sunday evenings from 6-8 PM.

Compensation: This is an hourly position with the rate of pay is \$18.00-19.00 per hour.

Benefits:

- Paid time to include holidays, vacation days, personal days, and sick time.
- Discounted tuition at the Good Shepherd Preschool.

Organization Overview:

Good Shepherd Church is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world. Good Shepherd has over 20 employees and about 700 active members who attend services weekly. They also have over 15 different ministries to connect with members of the church ranging from children, teens, and adults as well as focused ministries such as grief support and mental health awareness. In addition, Good Shepherd has a preschool focused on early education for children 2.5-5 years old. To learn more about our church, please visit us at gshepchurch.org.

Responsibilities:

- Provide Realm support for staff, volunteers, and congregants through the management of registrations, creation of new profiles, maintaining of congregant information, and other tasks within the church database
- Work with the Student Ministry Ministers and Communications Director to implement a communication and promotion strategy via social media, handouts, screens, banners, email, and other communication vehicles; additional collaboration with other ministry areas as necessary
- Attend Sunday Evening weekly ministry to provide staff support (approximately 6 - 8 PM)
- Assist Student Ministry Ministers with off-site events as needed, including booking travel arrangements, coordinating with staff from locations and camps, collecting required paperwork and registrations, collecting and disbursing payments.
- Assist in onboarding volunteers serving in Student Ministries
- Collaborate with the Student Ministry team to welcome and engage new families

- Track and maintain measurable metrics such as attendance and budget
- Coordinate and schedule facility needs for all Student Ministry events
- Meet regularly with Student Ministry and Family Life staff teams
- Attend appropriate staff-wide meetings when scheduled
- Make pre-approved purchases within allotted budget

Requirements:

- Completion of a high school diploma or GED required and 3 years of experience in administrative work is preferred.
- This position requires exerting up to 30 pounds of force occasionally, to lift, carry, push, pull or otherwise move objects.
- Growing personal relationship with Jesus Christ and a passion to share the Gospel
- Understanding and commitment to the mission and core values of Good Shepherd Lutheran Church
- Ability to actively participate in our faith community
- Strong support, collaboration, and organizational skills
- Skilled in using digital tools (e.g., Realm, Google Suite, Constant Contact, Canva, social media platforms (Facebook and Instagram), Microsoft Office (Word, Publisher, Excel, and PowerPoint))
- Excellent communication and interpersonal skills with strong relationship building mindset
- Knowledge of effective communication, marketing and social networking opportunities

To Apply: If you are interested in part-time role using your gifts to help serve the Church, we want to hear from you! Please submit a resume and cover letter explaining the reason why you are interested in working at Good Shepherd Church << >>

Good Shepherd Lutheran Church is an equal opportunity employer

Key Words: Student Ministry Coordinator, Ministry Coordinator, Faith Formation Coordinator, Community Coordinator, Volunteer Coordinator