

Change Your World Administrator

Win: Deliver excellent administrative and logistical support that helps The Chapel family serve locally, nationally, and globally.

Reports to: The Outreach Pastor

Roles

Coordinate & Manage Trip Logistics

- Schedule all trip logistics, including flights, transportation, and accommodations
- Manage all required documentation for all trips
- Oversee the *Managed Missions* platform—set up trips, track participants, and ensure process accuracy

Plan & Organize Serving Opportunities

- Help plan and execute *Go Days* and other service initiatives
- Coordinate logistics for special events with ministry partners

Assist Outreach Pastor

- Participate in CYW Advisory meetings
- Handle expense reporting and check requests
- Ensure financial accuracy for donations and trip costs

CYW Communications

- Collaborate with the communications department to promote all CYW events
- Write and distribute the monthly CYW Newsletter
- Facilitate updates and communications for all trips

Coordinate CYW Events

- Work with Partners and Champions to ensure successful events
- Maintain and execute the annual calendar of CYW Events and activities
- Assist in planning trip schedules with Partners and Champions

Qualifications

- A deep love for God and others.
- A committed follower of Jesus Christ marked by integrity and authenticity
- Agreement with The Chapel's mission, values, and essential and distinctive beliefs
- Proven leadership experience with staff and volunteers in a church or ministry context
- Strong organizational, relational, and communication skills
- Ability to work independently as well as collaboratively with teams

Regular Work Schedule: Monday-Thursday, occasional Saturday and Sunday mornings, (approx 25 hours/week, 12 months)