

Change Your World (Missions) Administrator

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

Reports to: The Outreach Pastor

Who We Are: The Chapel is a non-denominational church in Fort Wayne, Indiana, with about 1,700 people gathering weekly to worship, grow, and serve. Our mission is to help people **Believe in Jesus, Grow in their faith, Serve others, and Change their world for Christ.** We're passionate about connecting people to the larger Church and helping them discover real meaning and purpose through an accurate understanding and application of God's Word.

Everything we do is shaped by our core values — to be **Biblical, Relevant, Relational, Excellent, and Joyful.** We believe that when these values are lived out, people experience authentic transformation and lasting impact. Visit our website to learn more about our essential and distinctive beliefs.

5 Key Responsibilities:

1) Coordinate & Manage Trip Logistics

- Schedule all trip logistics include flights, transportation, accommodations
- Manage all required documentation for all trips
- Oversee the “Managed Missions” website, set up all trips, manage participant information, and managing the process

2) Plan & Organize Serving Opportunities

- Help plan and execute Go Days
- Coordinate logistics for special events with ministry partners

3) Assist Outreach Pastor

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

4) CYW Communications

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

5) 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: Mondays-Thursdays, occasional Saturday and Sunday mornings, (approx 25 hours/week, 12 months)

Compensation commensurate with experience.

Benefits include retirement contributions and paid time off.

Applicants can email HR@thechapel.net with questions or to submit their resume.

<https://thechapel.net/jobs>