



*An opportunity to experience grace, grow in faith, and make an impact – for where you are.*

**TITLE OF THE POSITION:** Campus Coordinator – North Aurora  
**REPORTS TO:** Campus Pastor  
**ROLE TYPE:** Part Time  
**HOURLY EXPECTATION:** Averaging 10 hours per week

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### **General Description**

Working under the leadership of the Campus Pastor, the Coordinator will provide a range of administrative and event planning support to the Campus Pastor, his staff, volunteer leaders in addition to providing leadership training and assistance with planning events at other Chapelstreet campuses. The Campus Coordinator for the North Aurora Campus is a part-time position (averaging 10 hours per week).

### **Coordinator's Responsibilities**

- Participating actively in weekly staff meetings and managing the campus activity calendar
- Serving as campus focal point with the communications team including submitting requests for support, meeting with the team, and ensuring that communications needs are being met
- Taking a leadership role in event planning, to include attending meetings with staff and volunteers, developing and communicating the plan, tracking and communicating progress, executing elements of the plan, supporting retention of vendors, coordinating volunteers, managing budget, and attending the event to ensure plan is executed smoothly
- Taking a leadership role to train, support, and encourage events at other Chapelstreet Campuses.
- Administering and facilitating Group life at North Aurora.
- Actively seeking out community outreach opportunities and partnerships.
- Working specifically with Shepherd's Heart to assist with donation collection and community involvement & outreach.
- Other duties as assigned to further the mission and vision of Chapelstreet church.

### **Coordinator's Abilities & Attributes**

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Strong initiative and ability to work with minimal oversight
- Strong event planning skills including ability to align events purpose and content with Chapelstreet Church's vision and Statement of Faith.
- Attract, recruit, and to align volunteers
- Lead planning for all aspects of campus activities and events

- Strong communication skills both written and verbal
- Strong administrative skills, including computing skills, with an ability to ensure details are addressed while maintaining focus on program vision
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration and continuous improvement
- Highly relational and capable of working positively with multiple ministry leaders including volunteers
- Dedicated to becoming an active member of Chapelstreet Church at the North Aurora Campus.

*As Chapelstreet Staff, we believe in the values of:*

**COMMUNICATION \* INNOVATION \* ONE TEAM \* WELLBEING \* MULTIPLICATION**

**JMG/9.22**