



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

TITLE OF THE POSITION: Shepherd’s Heart Coordinator
REPORTS TO: Director of Shepherd’s Heart
ROLE TYPE: Part Time, non-exempt
HOURLY EXPECTATION: Averaging 20 - 25 hours per week

General Description

Working under the leadership of the Director of Shepherd’s Heart, the Coordinator will provide support for the daily operations of the fast-paced Shepherd’s Heart Care Center. This position plays a vital role in ensuring efficient office operations while servicing clients, landlords, community partners, and staff with excellence and Christ-centered compassion.

Coordinator’s Responsibilities

Administrative Support

- Maintaining and organizing client records, databases, and confidential files
- Scheduling appointments and coordinating meetings for clients and staff
- Answering phones, responding to emails, and providing exceptional customer service
- Assisting with data entry, documentation and reporting requirements
- Ensuring all records are accurate, current, and properly maintained

Client and Community Coordination

- Scheduling and coordinating client appointments and follow-up communications
- Contacting landlords to gather housing information and assisting with client housing needs
- Building and maintaining positive relationships with landlords, community agencies, and service providers
- Coordinating and scheduling community luncheons, outreach events, and special programs
- Welcoming and assisting clients with compassion, dignity, and respect

Office Support

- Troubleshooting basic technical problems and coordinating with outside IT providers, as needed
- Ordering and maintaining office equipment, printer supplies, toner, and other operational materials
- Monitoring inventory and ensuring office equipment remains functional and properly maintained
- Assisting staff with technology-related needs and office systems

General Office Operations

- Supporting the Director with administrative projects and special assignments
- Helping maintain a clean, organized and welcoming office environment
- Performing other duties as assigned to support the mission of Chapelstreet Church

Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Dedicated to becoming an active member of Chapelstreet Church
- Passion for serving people and working in a ministry-focused environment
- Demonstrates Christian character and integrity
- Serves with compassion and patience
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Excellent time management and multitasking skills
- Detail oriented and ability to prioritize responsibilities in a fast-paced environment
- Able to maintain a high level of confidentiality and discernment
- Strong communication skills both written and verbal
- Previous administrative, office management, ministry or nonprofit experience, preferred
- Experience working with client records and scheduling systems, preferred
- Basic technical troubleshooting and office equipment management experience, preferred
- Experience coordinating events, community outreach or volunteer activities, preferred

Cultural Expectations:

Chapelstreet Church is made up of many ministry teams who share our mission to help others experience grace, grow in faith, and make an impact. We want to be "For Where We Are". We value teamwork, love to work hard together, and have fun!

As Chapelstreet Staff, we believe in the values of:

*Go to the Park *One Team* Trust the Net * Build Your Bench * Cover All the Bases*

Pay Rates: This is a part-time, non-exempt position with an hourly rate range of \$17.00 - \$20.00. The rate is based on experience, education, and skills. With tenure and performance experience, compensation may exceed the published range.

Benefits: Some of our benefits for our part-time employees include nine paid holidays, vacation & sick paid time off, and Sacred Solitude days.