



THE CHAPEL

## Staff Role Description

# Administrative Assistant

Ministry:	Campus
Reports To:	Campus Pastor
Average Hours Per Week:	Full-time, 40 hours/week
Role Type:	Exempt or Non-Exempt
Last Revision Date:	January 2026

### Role Overview

The Administrative Assistant will use their gifts, talents and experience to perform administrative tasks and provide support for all areas of campus ministry that include operations, systems management, volunteer mobilization, groups, events and communications, with a high level of accuracy, relational insight, time management, detail and multi-tasking abilities. This person will often serve as the “face” of The Chapel as they greet guests and vendors and therefore must provide excellent communication while having a warm and welcoming demeanor and a heart of servant leadership.

### Primary Responsibilities

Under the direction of the Campus Pastor or Campus Ministry Director, the Administrative Assistant provides administrative support to various leaders and ministries at the Libertyville campus. The responsibilities of this role may include, but are not limited to, the following, and may differ based on campus/ministry needs, work hours and project management responsibilities:

- Support campus operations
  - Work during office hours as a primary face of The Chapel to visitors and vendors
  - Create reports and perform data entry as needed
  - Train and assist campus staff and volunteer leaders on credit card statements, reimbursements, check requests and other administrative functions
  - Receive deliveries and mail
  - Receive walk-in benevolence requests and transition them to a pastor
  - Manage the use and ordering of office supplies, ministry and café supplies
  - Attend and actively engage in all required meetings, events, weekend services and gatherings
- Support maintenance of the campus Volunteer System and associated organizational workflows
  - Recruit and develop a team of volunteers to support campus staff and volunteer leaders with administrative tasks, projects, events, hospitality and ministry support

## Administrative Assistant (Campus)

- Support the campus Integration System
  - Ensure timely and accurate collection of information about individuals and families new to The Chapel and monitor/update information as needed
- Support the Campus Groups System
  - Lead and assist with various projects to promote groups, classes, and registration needs
- Support the campus communications strategy
  - Manage the production of communications and support materials for ministries, including promotional materials, social media content and emails to staff, volunteers and attendees regarding campus events
  - Provide calendar management and support for assigned leadership
- Support campus events
  - Manage, participate in and/or collaborate with ministry leaders, team members and volunteers to effectively plan and execute events

### Key Qualities

- Use creativity and project management skills to understand leadership vision and ensure that all details are managed to see the vision come to fruition
- Be an effective and timely communicator, both formally and informally, with warm and engaging interpersonal skills, including email, text and verbal communication
- Able to multi-task efficiently and effectively, prioritizing according to ministry needs
- Have proven, strong time management abilities
- Have proven skills regarding attention to detail with regards to communication, event planning, calendar management, and all other primary responsibilities listed in this role description
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Have demonstrated abilities as an action-oriented team member, able to understand the vision that has been casted and take action to mobilize efforts to support the vision
- Able to use all computer software and programs needed to accomplish tasks
- Have a minimum of 2 years of related administrative experience; 2 years of demonstrated project and event management experience strongly preferred
- Be available to lead and/or attend ministry events and gatherings during weekdays, weekends, days or evenings
- Lead and participate in the set-up and tear-down of ministry events and gatherings
- Able to travel independently to any Chapel campus, event or location as needed
- Able to lift a minimum of 30 pounds

### General Requirements

The Administrative Assistant must embody the mission, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

## Administrative Assistant (Campus)

Our **MISSION**: *To help people come alive to God! This means we:*

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite revival in our church communities, and around the world! Revival happens whenever a group of people, anywhere, at any time, come alive to God. We do this by pursuing:*

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *To be a people fully devoted to God and others. We trust God in all things, big and small. We live authentically, never pretending to be something we're not. We embrace life with joy, finding ways to have fun along the way. We do this by:*

- Living All-In: A fully committed people who come in third (God, others, self)
- Having Expectant Faith: He is who he said he is and will do what he said he will do
- Being Authentic: Honest, forthright, plain-spoken and integrity-filled
- Having Fun: Vibrant, winsome, joyful

*This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.*