



Job Description

Position: Student Ministries Administrator, Naperville Campus
Reports to: Pastor of Student Ministries, Naperville Campus
Schedule: Part-time (1,200 hours per fiscal year; est. 20 hours/week), Non-Exempt; Some evenings and weekends may be required.

Employment

Classification: Administrator/Assistant (A)

Position Summary:

The Student Ministries Administrator provides administrative, logistical and communication support for Naperville Campus Student Ministries. This role ensures smooth execution of events, trips, weekly programming, volunteer coordination and financial processes. The administrator acts as a key liaison between Campus ministry staff, central departments, volunteers, students, families and external partners, helping advance the mission of The Compass Church through effective organization and support.

Key Responsibilities:

Event & Trip Management

- Plan and manage Naperville Campus student events and trips, including camps, retreats and mission trips.
- Oversee registration, logistics, contracts, transportation, lodging and insurance requirements.
- Coordinate volunteer teams for events and trips, including recruitment, onboarding and training.
- Manage set-up, check-in, and send-off for trips and activities; provide follow-up communication with families and students.
- Generate final reports for travel, including rosters, medical information and lodging details.
- Partner with childcare coordinator to arrange childcare when needed.

Financial Administration

- Participate in annual budgeting and forecasting of expenses.
- Make purchases and process reimbursements, invoices and credit card transactions.
- Track ministry-related expenses, discounts, donations and budget levels throughout the year, ensuring they are processed properly.
- Work with Finance to ensure accurate reporting and adherence to budgets.

Communications & Volunteer Support

- Prepare and send emails, texts and volunteer updates for Student Ministries.
- Coordinate with Communications to develop event cards, eNews, website updates and social media posts.
- Maintain accurate attendance reports and ministry analytics.
- Communicate with students, parents and volunteers regarding events, trips and programs.
- Support curriculum planning and assist with Sunday night and special programming events.
- Help lead volunteer huddles in the absence of staff.
- Manage baptisms, volunteer appreciation initiatives and milestone tracking.

Administrative & Ministry Support

- Maintain the Naperville Campus Student Ministry calendar and update Campus Outlook.
- Keep Rock (church database) and Planning Center updated with student, volunteer and small group information.
- Provide follow-up for first-time student visitors and external ministry contacts, helping them feel welcome and connected.
- Reserve facilities and resources; coordinate weekly with facilities team.
- Coordinate with registrar and Campus Student Ministry teams for shared camps, retreats and trips.
- Maintain ministry supplies and act as liaison between Campus Student Ministries, central church departments, ministry partners, vendors and external organizations.
- Support Campus-wide and church-wide events.

Requirements:

- Affirm The Compass Church's Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Attend weekly Campus/ministry staff meetings and monthly All-Staff meetings.
- Basic proficiency with Microsoft Office.
- Strong organizational, communication and relational skills.
- Willingness to take on additional duties as assigned.