



Missions Program Coordinator (Part-time)– Naperville, IL

Are you interested in working for a Christian- based organization where you can make an impact within church, the local community, and with our global mission partners? Are you a highly organized and mission driven person looking to grow in a career partnering with nonprofits? If so, we would love to speak with you!

Good Shepherd Lutheran Church is hiring a Missions Program Coordinator. Reporting to the Missional Engagement Director, this position will provide administrative, communication, and donor support services to the Missions Ministry of the Church. This role supports all mission partners, most notably Cherish Watoto Kenya, a school in Kenya that helps educate and care for orphaned and vulnerable children. The Missions Program Coordinator will help ensure excellent stewardship, clear communication, and meaningful engagement with donors, sponsors, volunteers, and mission leaders.

Position Summary:

Job Location: This is an onsite position in Naperville, IL.

Hours: Part-time (20 hours/week). Occasional Sundays and evenings may be required to help support events.

Compensation: The hourly rate is \$19-\$21/hour based on education, training, and previous work experience.

Benefits:

- Paid time off including paid holidays, vacation, sick leave, and a personal day.
- A discount on Good Shepherd Preschool tuition

Organization Overview:

Good Shepherd Church is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world. Good Shepherd has over 20 employees and about 700 active members who attend congregation weekly. They also have over 15 different ministries to connect with members of the church ranging from children, teens, and adults as well as focused ministries such as grief support and mental health awareness. In addition, Good Shepherd has a preschool focused on early education for children 2.5—5 years old. To learn more about our church and different ministries, please visit <https://gshepchurch.org/>.

Responsibilities:

Cherish Watoto Kenya School – Donor & Sponsorship Support

- Assist in the implementation, transition, and ongoing use of a donor-based sponsorship software system
- Maintain accurate and up-to-date student and sponsor profiles in coordination with Kenyan staff on the ground
- Support the onboarding of new sponsors, including enrollment, orientation materials, and initial and ongoing communication with their sponsored student(s)
- Track sponsorship payments and donations; send acknowledgements of receipt and payment notifications as appropriate
- Assist with sponsor communications, including updates, reminders, and milestone notifications
- Help increase opportunities for donor engagement by supporting targeted and church-wide communications, informational updates, and storytelling related to Cherish Watoto students, staff, and programs.
- Coordinate with the Missional Engagement Executive Minister to ensure donor data integrity, reporting, and follow-up

Missions Communication & Promotion

- Work collaboratively with the Missional Engagement Executive Minister to implement communication and promotion strategies for mission partners, serving opportunities, mission trips, and other mission-related events
- Assist with preparing content for email, social media, handouts, screens, banners, newsletters, and other communication channels
- Collaborate with other ministry areas as needed to ensure alignment and timely communication

Mission Trips & Volunteer Administration

- Provide administrative support related to mission trips, including documentation, registration tracking, communication, and logistics
- Assist in recruiting, training, coaching, and appreciating volunteers and mission leadership teams
- Support volunteer coordination efforts, including scheduling, communication, and record-keeping

General Administrative Support

- Prepare correspondence, reports, spreadsheets, and other documents as requested
- Maintain organized digital and physical files related to missions and mission partners
- Assist with data entry, database management, and reporting as needed
- Attend appropriate staff and ministry meetings
- Perform other duties as assigned to support the mission and ministry of Good Shepherd Lutheran Church

Requirements:

- High School diploma or equivalent
- 2+ years of experience in administrative work at a church or nonprofit is preferred
- Growing personal relationship with Jesus Christ and a passion to share the Gospel
- Understanding and commitment to the mission and core values of Good Shepherd Lutheran Church
- Ability to actively participate in our faith community
- Strong support, collaboration, and organizational skills
- Skilled in using digital tools (e.g., Realm, Google Suite, Constant Contact, Canva, social media platforms (Facebook and Instagram), Microsoft Office (Word, Publisher, Excel, and PowerPoint))
- Excellent communication and interpersonal skills with strong relationship-building mindset
- Knowledge of effective communication, marketing and social networking opportunities
- Ability to lift up to 30 pounds

To Apply: If you have a calling to grow your experience with mission and nonprofit work, we would love to hear from you! Please submit both a cover letter and a resume to <https://goodshepherdlutheranchurch.recruitpro.com/jobs/313856-52777.html>

Good Shepherd Lutheran Church is an equal opportunity employer

Key Words: Mission Specialist, Engagement Specialist, Development Coordinator, Volunteer Administrator, Community Engagement Specialist, Ministry Coordinator