

Operations Coordinator (City Campus)

Background

Faith Community Church (FCC) is an intentional disciple-making church, committed to growing authentic disciple-makers who love God passionately and love people practically. Our vision is to see disciples made, generations raised, and cities transformed for God's glory.

About the role

We are seeking a proactive and highly organised Operations Coordinator to support our City Campus. This position is offered on a Part-time (up to 1 day per week) basis. The successful candidate will join our campus team and be responsible for the weekly operational delivery of City Campus services and events, including room and space allocation, on-site access for services, volunteer setup/packdown teams, and operational safety. Reporting to the Campus Pastor, the Operations Coordinator will hold the operational levers needed to plan and deliver weekly services, ensuring every service and event runs smoothly and safely.

Key Responsibilities and Duties:

- Own and maintain the master booking calendar for all City Campus spaces, allocating rooms across services, Connect Groups and weekday sessions and resolving competing demands.
- Hold operational responsibility for opening and closing the campus for all regular service sessions, including keyholder and alarm-code management.
- Coordinate volunteer setup and packdown teams, and manage equipment, furniture and AV logistics for services and events.
- Recruit, roster, brief and care for operational volunteer teams, building a healthy volunteer culture in partnership with ministry leaders.
- Coordinate volunteer inductions and safety briefings, maintain incident management and reporting, and ensure emergency/evacuation readiness.
- Communicate confirmed bookings and operational plans to relevant staff, leaders and the Facilities Coordinator.

Selection Criteria:

- Be a committed disciple of Jesus Christ.
- Aligns with the vision, mission and values of FCC.
- Demonstrated ability to coordinate operations in a complex environment and work effectively with multiple stakeholders.
- Strong administration and organisation skills, with the ability to prioritise and follow through.
- Experience coordinating live events or services in a deadline-driven environment.
- Comfortable with regular weekend and evening on-site presence and on-call availability.
- A calm, practical problem-solver with basic WHS/safety induction experience.
- Strong communication skills and a collaborative working style.
- Ability to work independently and effectively in a fast, fluid and flexible environment.
- Experience within a church, not-for-profit or community context, and/or AV, event-equipment or current first aid experience (Desirable).
- Be a self-starter and team player who is teachable, humble, and willing to grow under leadership.

Application process: Please submit your application to hr@faith.org.au with the following:

- a cover letter outlining your suitability in relation to the selection criteria;

- a completed [Application Form](#) including a copy of your detailed resume, contact details, education and professional qualifications, employment history, duties and achievements, eligibility and right to work in Australia together with details of 2 professional referees.