

Admin 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 an organised and people-focused Admin Coordinator to support our City Campus. This position is offered on a Part-time (up to 2 days per week) basis. The successful candidate will be responsible for the administrative, communications and shared-services coordination functions for City Campus, keeping the campus's administrative backbone running so the Campus Pastor and ministry teams can focus on people and ministry. The Admin Coordinator will act as City Campus's local point of contact for FCC's central Finance, HR, IT and Communications functions, supporting ministry teams with systems, reporting, event coordination and financial administration across the campus.

Key Responsibilities and Duties:

- Provide general administrative and logistical support to ministries, and maintain online systems for each ministry in collaboration with ministry heads.
- Act as City Campus's administrative point of contact for FCC's central Finance, HR, IT and Communications functions.
- Organise and administer campus-wide programmes, including Baptism, Welcome Tea, City Campus Corporate LEAD, Equip Classes, Leaders' Training, and Leaders' Retreat and Church Camp.
- Maintain attendance and newcomer-assimilation systems for Connect Groups and other campus events, and assist with salvation follow-up.
- Attend Corporate LEAD meetings, take accurate notes, and support the Campus Pastor in following up on action points and incident reports.
- Assist in ministry budgeting and financial management, process weekly claims, and maintain accurate financial record-keeping.
- Coordinate onboarding administration for new campus staff and volunteers.

Selection Criteria:

- Be a committed disciple of Jesus Christ.
- Aligns with the vision, mission and values of FCC.
- Demonstrated experience in high-level administration.
- Demonstrated experience in event coordination and budget management.
- Demonstrated ability to collaborate, lead and drive processes in teams.
- Passionate about working with people.
- Ability to work independently and effectively in a fast, fluid and flexible environment.
- Experience within a church-related context (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.