



We Are Hiring!

CHURCH LIFE ~ ALL THINGS PEOPLE

Equipping Teams & Volunteers to Flourish

ABOUT THE ROLE

We are looking for an enthusiastic individual who is a dedicated follower of Jesus and possesses strong people, leadership, and administrative skills. This person will be responsible for managing the Church Volunteer Systems and offering administrative support to the Senior Pastor, to contribute to bringing the vision of Kalamunda Church to fruition.

KALAMUNDA CHURCH ~ WHO WE ARE: [About Us \(kalamunda.church\)](http://kalamunda.church)

POSITION DETAILS

The Church Life position involves establishing and maintaining efficient systems to help volunteers flourish at KCC in their service to God. Additionally, the role entails providing support to the Senior Pastor in the church's daily administrative operations. Success in this role depends on establishing a productive collaboration with key leaders of ministry teams, ensuring timely follow-up on tasks and communications, and effectively managing priorities and tasks in a dynamic environment.

Position Title: Church Life Coordinator

Position Hours: Part Time: Negotiable up to 3 days a week

Reporting Relationship: To the Senior Pastor

Key Responsibilities: Volunteer recruitment, development and coordination
Administration and maintaining systems

Who You Are:

- **Effective leadership:** You can inspire and motivate others while ensuring tasks are completed effectively.
- **Builds strong relationships:** You foster trust and respect within teams and key volunteers.
- **Navigates complexity:** You can balance the demands of both structure and human connection.
- **Creates positive change:** You can implement efficient systems while considering the needs and wellbeing of individuals.

SELECTION CRITERIA

Essential:

1. Personal faith and commitment to the Lord Jesus Christ and commitment to KCCs Vision.
Be or willing to become a member of KCC.
2. Self-motivated and a strategic thinker.
3. Demonstrated ability to maintain confidentiality.
4. Collaborative and a team player.
5. A passion and enthusiasm to work with people and help them succeed.
6. High standard of administrative skills.
 - a. High level of computer literacy including word, excel, outlook.
 - b. Ability to network and coordinate multiple roles and tasks effectively.
 - c. Be highly organised and able to prioritise workloads and meet required deadlines.
7. Strong relational and communication skills – written, verbal, interpersonal, conflict management.
8. Ability to operate with attention to detail whilst keeping sight of the overall mission and goals.

Desirable:

1. Previous experience in people management & administration.
2. Public speaking skills.
3. Familiar with social media.

SELECTION PROCESS

To apply send the following to our Senior Pastor brad.paterson@kalamunda.church

- A cover letter addressing the selection criteria and your reason for applying.
- Your CV.
- And a 2-minute (feel free to be creative) video of why you believe this role is for you.
- You will be contacted and sent an information pack with more details if you have successfully moved through to the interview process.
- Applications close on 24th March 2024.