

APPLICATION INFORMATION

WORLD IMPACT ADMINISTRATIVE AND EVENTS COORDINATOR

Applications

To apply for the role of World Impact Administrative and Events Coordinator please provide your resume, and cover letter to employment@citylife.church. Applications close 16 October 2026.

Interviews may commence prior to the closing date, and an appointment may be made prior to the closing date if a suitable applicant is found.

Position Description

A detailed position description is attached.

Employment Information

Salary

The salary may be discussed at the interview.

Commencement Date

It is anticipated this role will commence in October 2026.

Please note that we are only able to accept applications from those who have Australian citizenship or a current visa with full working rights for Australia.

Acknowledgement

All applications received will be acknowledged by email. Interviews will be made by appointment.

Further Enquiries

All enquiries should be directed to Justine Fung via email employment@citylife.church or via reception on 9871 8300 during business hours.

Privacy Statement

The information that you provide on this application form will be used by CityLife Church management to assist in our assessment of your suitability or otherwise for the position being filled. This information will be kept in strict confidence and used only by those who are involved in the employment process.

For further information regarding our use of information or for a copy of the complete CityLife Church privacy policy please visit our website at <http://www.citylifechurch.com/privacy.aspx> or request a copy of our privacy policy from Reception during business hours.

Position Description

Job Title:	World Impact Administrative and Events Coordinator
Accountable to:	World Impact Director
Works closely with:	World Impact Director, Projects & Finance Coordinator, Ministry Mobilisation Coordinator, World Impact volunteers and Support Leaders, Network Pastors, Communications Department, Field Partners
Probation Period:	6 months
Full Time Equivalent:	0.6
Budget Control:	N/A
Staff Reporting to:	N/A
Role Purpose: To provide administrative, communication and volunteer coordination support for World Impact, ensuring the smooth functioning of ministry programs, events, field partner engagement, Life Group adoption, volunteer onboarding, reporting and communications. The role is focused on ministry tasks, minor events and administration, enabling the Missions Director, Projects & Finance Coordinator and Ministry Mobilisation Coordinator to focus on their specialised responsibilities. This position is a ministry coordination role supporting the wider World Impact ministry.	
Role Responsibilities: 1. Ministry Administration & Coordination - Manage the World Impact mailbox and redirect enquiries appropriately - Maintain the World Impact annual calendar and ministry diary - Minutes taking on MS Teams and follow up action for team meetings - Schedule and coordinate an annual review of policies and procedures, in collaboration with WI staff team, maintain and archive ministry records in accordance with industry best practice requirements. - Coordinate WI Missions Directors travels & all related activities	

- f. Assist with monitoring Partnership in Missions (PIM) pledges and all related giving (cash and credit card) and submitting detailed reports

2. Volunteer Coordination

- a. Ensure compliance with CityLife volunteer requirements including My CityLife (MCL) records, Working with Children Checks and related processes.
- b. Maintain up-to-date records of volunteer database and engagement across World Impact.

3. Life Group Adoption

- a. Administer Adoption money Tin distribution and collection processes
- b. Support campaigns and events that promote Life Group adoption

4. Field Partner Administration & Care

- a. Maintain Field Partner profiles and database records
- b. Coordinate Annual Pulse Checks of Field Partners once a year
- c. Update Field Partner information on websites and ministry platforms
- d. Coordinate hospitality and logistics during World Impact Week
- e. Assist with Field Partner visits and field reporting requirements

5. Minor Events & Ministry Operations

Coordinate administration and logistics for key World Impact initiatives including:

- a. World Impact Mid-Week Conference
- b. Team Days
- c. Field Partners & Supporters Afternoon Tea
- d. Assist Support Leaders to coordinating fundraising dinners
- e. Support short term mission's leader(s) in coordinating fundraising initiatives such as sausage sizzles.
- f. Provide administration assistance to the WI Café leadership
- g. Other approved ministry initiatives

Responsibilities include:

- Venue bookings
- Registrations
- Communications
- Administration support

6. Communications & Reporting

- a. Coordinate production and distribution of World Impact newsletters in liaison with the World Impact staff team.
- b. Assist WI Missions Director in preparing ministry presentations, reports and dashboards for Multisite Leadership Team (MsLT).
- c. Assist in the coordination of the collection of Kingdom stories, testimonies and ministry updates for communication channels.

Required Qualifications & Attributes/Skills:

Qualifications

- a. Tertiary Qualifications (Preferred): Degree or diploma in Business, Event Management or related fields
- b. Recent Police Check - mandatory
- c. Working with Children Check Card (Employee) – mandatory

Attributes/Skills

- a. Strong administration and organisational skills, with excellent attention to detail and ability to manage multiple priorities simultaneously
- b. Dependable, with a strong sense of ownership and follow-through
- c. Strong written and verbal communication skills
- d. Strong document, database and record management capability
- e. Advanced proficiency in Microsoft Outlook, Teams, Word, Excel and PowerPoint is essential
- f. Experience with Microsoft Forms, Planner and database administration would be advantageous
- g. Experience with SharePoint and the ability to develop dashboard reporting using Microsoft Power BI or Microsoft Lists would be advantageous
- h. Demonstrated ability to use digital tools for event management, reporting, communications and volunteer coordination
- i. Experience with Canva, would be advantageous
- j. Event coordination experience
- k. Volunteer management experience is preferred
- l. Cross-cultural experience is highly valued
- m. Strong servant-hearted ministry approach
- n. Strong relationship builder and team player
- o. Self-starter who is able to work independently
- p. Flexible and adaptable

Key Role Outcomes and Measurements:

- a. Demonstrated commitment to the Core Values of CityLife Church, Acts consistently in line with these values and challenges practices inconsistent with these values. Uses values as a basis for managing relationships and decision making
- b. Effective ministry administration and communication
- c. Accurate and reliable ministry records
- d. Well-supported volunteers and Support Leaders
- e. Smooth delivery of World Impact events
- f. Timely reporting and ministry dashboards
- g. Positive engagement experience for Field Partners and volunteers
- h. Operational excellence across World Impact activities

CityLife Church is committed to the safety, protection and wellbeing of all children and young people across all of our congregations and worksites. CityLife Church has implemented a range of child safety measures including a Child Protection Policy and Code of Conduct. We advise applicants that CityLife's standards of rigorous screening and ongoing supervision/accountability are a reflection of this commitment. Our staff and volunteers are required to have a current Working with Children Check and undergo Police Checks where applicable. A copy of CityLife's Child Protection Policy and Code of Conduct are available on request.

VALUES

Our mission and vision flow out of our values. Values define what we believe is important, shaping our decisions, behaviours, and culture. Shared core values are the foundation of unity and provide the framework upon which all ministry and activity is built.

The Apostle Paul encourages us to be "like-minded, having the same love, being one in spirit and of one mind" (Philippians 2:2). In response, we are committed to cultivating and pursuing biblical Kingdom values that reflect the heart and character of Christ.

As church staff, we are called to model these values in the way we lead, serve, and relate to others, intentionally creating a culture where they are lived out and imparted to our congregation.

1. ***We are a Jesus-Centred Church.*** We centre our lives on Jesus - His gospel story shapes who we are, how we live, and what we do.
2. ***We are a Spirit-Filled Church.*** We are empowered by the Spirit of God - His presence transforms us, His gifts enable us and His Word guides us.
3. ***We are a Welcoming Church.*** We are one church in many places - every generation, culture and person is welcomed, valued and invited to contribute.
4. ***We are a Life-Sharing Church.*** We build loving, authentic and life-giving relationships together in community.
5. ***We are a Disciple-Making Church.*** We grow into the likeness of Christ - applying God's Word and following His ways as disciples who make disciples.
6. ***We are a Hope-Bringing Church.*** We share the hope we have in Jesus with compassion and care – putting love into action.
7. ***We are a Multiplying Church.*** We are on mission - sending disciples and multiplying ministries and congregations to expand His Kingdom near and far.