

APPLICATION INFORMATION

Young Adults Events Coordinator

Applications

To apply for the role of Young Adults Events Coordinator please provide your resume, and cover letter to employment@citylife.church. Applications close 2 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 as soon as possible.

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

Position Title:	YA Events Coordinator
Accountable to:	Young Adults Knox Pastor
Works closely with:	Young Adults Staff
Probation Period:	6 months
Full Time Equivalent:	0.2 (1 day a week)
Budget Control:	N/A
Staff Reporting to:	N/A

Role Purpose:

To oversee planning and coordinating YA events, including monthly 'Worship and Word' services and termly 'Workshops,' leader's meetings, the annual YA Camp and other special events that take place throughout the year. To also provide administration support for the Young Adult Pastor at Knox for the facilitation of YA ministry.

Events and Admin Role Responsibilities:

1. General and Special Events

- a) Coordination of all General and Special events (including oversight of room bookings, event shopping, food prep, rosters, printing, pre-event set up and post-event pack down, and oversight of event details during the event).
- b) Support in planning and implementation of General events, (including, Worship and Word, Workshops and leaders' meetings) and Special events (including, YA Launch, Easter Fest, Worship Nights, Trivia Night, Year 12 Transition, Young Marrieds Gathering, EOY Celebration etc.)
- c) Overseeing volunteers in various events roles, assist in recruiting, training, equipping, and supporting them to fulfil tasks for appropriate events.

2. General Administration

- d) Oversee all administration involved such as reimbursements, credit card consolidations, tithes management, the YA email inbox, EFTPOS machine, and recording of meeting minutes.
- e) Responsible for the processing and following up of new leader and volunteer paperwork.
- f) Ensure that Life Group attendance is collected and submitted each month and maintaining the network accurately on the church database.

3. Camp

- a) In consultation with the YA Pastor, plan for camp activities, programming and schedule. Liaise with campsite director, and delegate responsibilities to staff members and following up deadlines as needed.
- b) Manage camp admin (including: registrations, sponsorships, collecting and recording of cash, follow up of sponsorships, payment plans and manual registrations, baptisms, electives, printing, rosters, transport, hiring of equipment, receipts, communications, and social media)
- c) Manage camp safety, ensure dietary requirements and first aid plans are submitted and implemented. Responsible for the collection of incident reports from the first aid team over the weekend, and delegating follow up to pastors as required.

4. Other

- a) Perform other tasks and roles as required to fulfil the operational requirements of the YA ministry at CityLife church as directed.

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 and uses values as a basis for managing relationships and decision making.
- b) Consistent event management of YA events
- c) Consistent and effective oversight of administration for YA network

Key Selection Criteria:**1. Required Knowledge/Qualifications:**

- a) Tertiary Qualifications (Preferred): Degree or diploma in Business, Event Management or related fields
- b) Advanced use of MS Word, Excel, PowerPoint, and Outlook
- c) Proficient spoken and written English

2. Required Skills/Experience:

- d) Previous experience in event administration is preferred.
- e) Attention to detail and efficiency.
- f) Data entry and database maintenance.
- g) Communication – ability to liaise and/or negotiate with pastors, staff, ministry team leaders and members of the congregation.
- h) Understanding of OH&S procedures.
- i) Time management skills and ability to prioritise.
- j) Capacity to take initiative and problem solve as tasks require.
- k) Be proactive in looking for ways to improve processes and procedures.
- l) Delegate and empower volunteer teams to assist with function of events.

3. Required Personal Qualities/Attributes:

- m) Organised – uses systems to track multiple tasks, meetings, calendars etc.
- n) Discrete – keeps confidences and secures confidential information
- o) Flexible – able to adjust to changing priorities and direction
- p) Team orientation – servant heart and capacity to put team ahead of self
- q) Good character – police check and current Working with Children Check mandatory

4. Checks/Licenses:

- r) Working with Children Check (Employee)
- s) Police Check
- t) CityLife assigned training, including Child Safety and Family Violence.

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 reflective 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.