CONNECTION COORDINATOR POSITION

Overview

North Coast Church, Perth, seeks to employ a part-time Connection Coordinator (1 day a week) to work within the Membership portfolio beginning January 2025. The Connection Coordinator will report to the Membership Pastor and will be responsible for leading and coordinating the integration of newcomers as part of the connection ministry of North Coast.

North Coast Church

North Coast Church is an independent church with Christian, evangelical and reformed convictions. It is located in the suburb of Balcatta, about 14kms from Perth CBD and has approximately 1 million people in a 20 minute radius.

NCC currently has approximately 600 attendees (adults and children) over its two Sunday services.

Vision	We see Jesus standing with crowds of people from Perth & beyond made alive by His Spirit through His gospel and delighting in Him for all eternity to the glory of God the Father.
Values	Biblical; prayerful; devoted; godly; loving; committed; generous; persevering.

For more information about NCC, please see northcoastchurch.org.au. NCC is part of the Fellowship of Independent Evangelical Churches (fiec.org.au).

Key responsibilities of the Connection Coordinator

- Promote the mission and goals for Membership
- Execute the strategy to ensure newcomers are integrated well into the life of the church
- Coordinate the Guest Services Ministry, including creating and distributing the team rosters and running bi-annual training of teams
- Identify needs for new team members and leaders and liaise with the Serving Coordinator to build and train people as required
- Coordinate approximately six newcomer events in a year (e.g. Welcome lunches and Suppers)
- Assist in the coordination and follow-up after these events along the NCC Pathway: including face-to-face meetings, follow-up emails and phone calls
- Regular meetings with the Mission and Membership pastor to ensure alignment of strategies and for follow-up of people
- Be committed to regular prayer for guests, team leaders & members within the Membership ministry

Selection criteria

- Mature Christian faith with convictions that are in line with North Coast Church's vision, beliefs and values
- Christ-like character and a genuine love for people
- Prior volunteer ministry experience
- Strong coordination abilities and ability to lead
- Excellent interpersonal and people-management skills
- Ability to take initiative, be proactive and work autonomously

Application process

To make an application for this position, please submit the following to Martin Gray, Business Manager (jobs@northcoastchurch.org.au) with "Connection Co-Ordinator" in the subject line:

1. A letter outlining reasons for applying for this position;
2. A CV which includes the names of at least 2 relevant referees.

Any questions about the position or application process should be sent to the same email address.

Applicants should be Australian Citizens, Permanent Residents or persons who hold a valid work permit or visa to work in Australia. If an offer of employment is made to someone outside these categories, it will be conditional on the appropriate work visa being secured by the candidate prior to their commencement.

Applications close 12th November 2024