

LOGISTICS COORDINATOR POSITION

Overview

North Coast Church seeks to employ a part-time (4 hours a week) Logistics Coordinator commencing in December 2024.

The Logistics Coordinator is responsible for overseeing the logistical support required to ensure that our Sunday morning church gathering runs smoothly. The ideal candidate is highly organized, has strong communication skills, and is committed to supporting the mission of North Coast Church.

Additional casual work overseeing the logistics of external events at the church building may also be available on an ad-hoc basis.

North Coast Church, located in the suburb of Balcatta, is an independent church with Christian, evangelical and reformed convictions. It has the vision and values stated below, expanded on in its [Statement of Beliefs and Values](#), that inform and reflect its strategic direction and decisions.

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

Sunday Service Event Coordination

- Ensure that all spaces are properly set up and that all necessary equipment is available for the Sunday morning gathering, including tables, chairs, TVs, air-conditioning, heaters, lights, bollards, coffee urns, bouncy castle, baptismal pool etc.
- Open and close building
- Auditorium set up and pack up, including cleaning chairs and rubbish disposal
- Set up and pack down of parking signs and markers
- Oversee and support the communion teams in set up and pack up
- Monitor equipment and building logistics throughout the service and troubleshoot practical issues as needed

Facility Management

- Coordinate with maintenance staff for facility repairs and upkeep
- Coordinate with administrative staff to ensure adequate supplies, equipment, and materials needed for church activities.

Communication

- Maintain clear communication with church staff and volunteers regarding event schedules, building use, and logistical needs

Safety

- Perform safety checks to ensure that facilities and equipment comply with church safety policies

Selection criteria

Required

- Able to demonstrate experience in the responsibilities listed above
- Excellent interpersonal skills
- Ability to take initiative, be proactive and work autonomously
- Organised and diligent work ethic
- Mature Christian faith with convictions that are in line with North Coast Church's vision, beliefs and values

Application process

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

1. A letter outlining reasons for applying for this position and providing responses to the selection criteria including recent examples where relevant; and
2. A CV that includes the names of at least 2 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 18 November 2024.