



NewHope Baptist Church

Executive Assistant and Operations Coordinator

We are looking to appoint an Executive Assistant and Operations Coordinator, working in our Ministry Support team, to provide administrative and operational assistance to the Executive Team (Senior Pastor and Executive Pastor) and broader ministry team in order to manage and achieve strategic goals and responsibilities.

Key Responsibilities

- Provide administrative support for the Senior Pastor and Executive Pastor
- Provide occasional administrative support to the Senior Leadership Team and Church Council
- Lead a team of volunteers in different roles - identify, recruit, and develop volunteer leaders
- Manage key projects
- Assess and manage the flow of information and communications to the SP
- Manage logistics for meetings, workshops, and events, as needed.

Key Selection Criteria

- A vibrant Christian faith with a commitment to seeing the church flourish
- Professional and competent. Ability to act with diplomacy and discretion and maintain confidentiality.
- Strong organisational skills that reflect an ability to perform and prioritise multiple tasks with strong attention to detail.
- Well-developed interpersonal skills and the ability to build and manage relationships.
- Excellent written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.

NewHope Baptist Church is a large, vibrant and growing church community located in Blackburn North in the eastern suburbs of Melbourne. We exist with a clear mission to reach our community with the good news of Jesus in a multi-generational, multi-congregational and multi-ethnic context. We have a passion for seeing people discover hope, grow in faith, and make a difference to the world around them.



This is a part-time position, for three days per week. We hope the successful applicant can start in **January 2027**, or by negotiation.

For any further questions, to receive the position description, or to send your CV and cover letter, please email our Executive Pastor, Surette Southwood, at surette.southwood@newhope.net.au

Applications will be accepted until **Monday, Nov 2, 2026**.

More details about NewHope can be found at <https://newhope.net.au>