

New Life Fellowship, East Location

Ministry Operations Coordinator - Job Posting

WHO WE ARE

New Life East is one of two locations for New Life Fellowship, a multiracial, intergenerational church in the NYC metropolitan area. We are located in Nassau County, Long Island. Our mission as a church is to lead people to a deep, personal relationship with Jesus, and we do that with a unique flavor as expressed in our 5 values:

1. **Contemplative Rhythms:** Slowing down to be with God in the midst of a fast-paced and busy city. We draw deeply from the contemplative and monastic traditions.
2. **Justice & Reconciliation:** Bridging racial, cultural, economic, and gender barriers. Over 73 nations are represented in our community.
3. **Emotional Health:** Experiencing transformation deep beneath the surface in order to love God, ourselves, and others well.
4. **Sexual Wholeness:** Shaping our lives out of a deep relationship with Jesus first, whether we are married or single.
5. **Missional Presence:** Offering the gift of our true selves to the world.

We strive to create a culture on our staff team of fun, autonomy, and integrity, where people have the freedom to experiment, make mistakes, learn, and grow in both their inner life (soul - their journey with God) and their outer life (role - their skills and position in the organization).

YOUR ROLE AS MINISTRY OPERATIONS COORDINATOR

Are you energized by bringing order to chaos? Do you love turning ordinary spaces into welcoming, meaningful environments? Are you passionate about creating experiences where people feel seen, connected, and cared for? In this role, you'll blend creativity and logistics — leading volunteers, coordinating moving parts, managing building operations, and shaping the look and feel of every Sunday, community gathering, and special event. If you thrive behind the scenes, enjoy rallying teams, love clear communication, and find joy in making things run smoothly and beautifully, this is your sweet spot.

Your role would be to:

1. Lead and execute all décor, aesthetic, and environment needs for Sunday services, special events, and gatherings.
2. Recruit, train, schedule, and support volunteer teams to ensure every service and event runs smoothly.
3. Oversee Sunday and midweek service operations, coordinating logistics, communication, and team reminders.
4. Manage building preparation, opening/closing procedures, and facility requests or repairs.

5. Coordinate photography, videography, cleaning, and security contractors, ensuring proper scheduling and payment processing.
6. Partner with pastors and ministry leaders to create organized, welcoming, and excellent worship experiences.

This role may be an especially good fit for you if you:

1. Thrive in creating organized, welcoming environments where every detail matters.
2. Enjoy leading, motivating, and caring for volunteer teams.
3. Are highly organized and love coordinating schedules, logistics, and moving pieces.
4. Communicate clearly and consistently, keeping everyone aligned and informed.
5. Take initiative, solve problems quickly, and remain calm under pressure.
6. Find joy in serving behind the scenes to help meaningful experiences come to life.

Part-Time: This position will start as a part-time position (15-20 hours per week) with long term potential to become Full Time. There will be a probationary period of 6 months. Required hours include Sundays (service/s and post service events), midweek events, monthly staff meetings, and occasional church-wide events. Other hours are flexible. You report to the Assistant Pastor.

Compensation: Starting rate of \$18/hr.

If this description matches your skill set and gets your blood pumping, we'd love to hear from you. Please send your résumé via email to jainnie.hackman@newlife.nyc .