

Groups Coordinator (Next Step Ministry)
FLSA Status: Non-Exempt
Reports to Assistant Pastor (Next Step Ministries)
Grade III (\$14-22 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Under direct supervision, the Groups Coordinator (Next Step Ministry) coordinates all NewSpring groups and group leaders. Works with Next Step leadership to establish and execute new recruitment and growth strategies and events. Leads training sessions to develop current and new group leaders. Assists with content creation within the groups ministry. Seeks to improve vision, strategy, and execution of groups ministry. This position communicates with NewSpring staff and ministry volunteers regularly.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Leads 1-1 coaching and development of current and new group leaders. (app. 20%)
- Plans and executes group leader events, member recruitment events, and group launch campaigns throughout the year. (app. 30%)
- Works with Next Step Ministry leadership to develop and direct vision and strategy for groups ministry. (app. 10%)
- Assists in curriculum and content creation for groups ministry. (app.5%)
- Coordinates the weekly support of and communication with NewSpring groups. (app. 10%)
- Works with Next Step leadership to implement continued group member and leader growth strategies. (app.10%)
- Coordinates groups database tracking and new member processes. (app. 5%)
- Coordinates regular communications to group leaders and social media strategy. (app. 5%)
- Assists Next Step Ministry leadership with groups budget management and manages groups resource inventory. (app. 5%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties

EDUCATION/TRAINING

- Bachelor's Degree in a related field is preferred;
- A minimum of a high school diploma is required.

EXPERIENCE

- Minimum of 2-3 years' experience in a supervisory role or experience with leading volunteers and small groups.

REQUIRED SKILLS

- Public speaking and communication ability
- Team leadership skills and experience
- Individual coaching experience and skills
- Ability to relate to the general public; having a positive and engaging personality
- Computer proficiency
- Working knowledge of Planning Center preferred

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Standing for long periods of time, sitting, hearing, and talking.
- Must be able to lift up to at least 10 pounds.

WORKING CONDITIONS

- 100% indoors