



Christ Journey Church is looking for an Associate Director of Groups. If you are interested, please submit a cover letter and resume to Career@ChristJourney.org.

Job Description

Job Title: Associate Director of Groups

Position Role: Provides leadership and operational support for Groups and volunteer teams towards the effective accomplishment of the ministry

Leader: Pastor of Groups

Leads: Assigned Group Leaders

Spiritual Gifts: Leadership, Administration, Discernment, Exhortation, Faith

Core Competencies: Empowering Others, Interpersonal, Initiative, Flexibility, Personal Credibility, Thoroughness, Stress Management, Written Competence

Spiritual Attributes: Christ-Centered Living as demonstrated by full participation in a local church

Intended Outcomes:

- Connects attenders seeking community with a small group(s)
- Supports the development of members in leadership roles of co-leading or leading a small group(s)
- Provides high quality administrative support to Groups Ministry
- Embraces hybrid church (physical and/or digital) strategies towards maximum ministry impact while modeling effective cross-team collaboration and integration where needed

Tasks and Responsibilities:

- Contacts and completes Process Queues related to Groups Ministry by its deadline
- Helps members take next steps with EDGE engagement strategy
- Plans and executes relevant events focused on the Engagement Strategy
- Keeps attenders connected in community through different outreach events (MYL, Breathe, Basecamp)
- Assists with physical events for Groups Ministry
- Builds and maintain relationships by contacting assigned small group leaders monthly utilizing 1-on-1s, phone calls, text or email
- Provides support to small group leaders and co-leaders within the context of small group dynamics
- Researches and provides options to small group leaders in the selection of Bible Studies
- Completes administrative duties such as maintaining calendar of events, rooms and resources, budget reports, purchasing bible study resources, BaseCamp project to-dos, CCB database integrity and forms for Groups Ministry
- Trains and provides assistance to small groups with online tools
- Reports church metrics for Groups reports
- Submits request forms for support from other ministry teams by set deadlines
- Responds to emails and phone calls in a timely and professional manner
- Other tasks as assigned

Education required:

AA in Communications or Business Administration or related field is a plus

Experience required:

Must have at least 2 years of office administrative work, including budget and data management

A combination of education and experience will be considered

Bi-lingual is a plus

Computer Literacy: Mac Platform, Microsoft Office, Data Management, Google Suite, Zoom, RightNow Media, and other digital platforms as needed

Note: All Ministry Service positions must be screened to demonstrate abilities.