

North Point Ministries, Inc.
Groups Coordinator

Job Title

Community Groups Coordinator

Purpose Statement

The Community Groups Coordinator is responsible for providing administrative and systems support for the Community Group Ministry.

Responsibilities

1. Manage new leader process including scheduling interviews, making leader packets, and following up to get accurate group information.
2. Coordinate retreats, leader trainings, off-site meetings and other groups events.
3. Serve as the groups contact for all group leaders and all outside groups inquiries.
4. Maintain and update married community group information in the Roll Call database and generate monthly reports for directors.
5. Manage community group director expense reports, childcare reimbursements and all groups room reservations.
6. Provide support for GroupLink by helping with multiplication reminders and assisting assimilation as needed.
7. Support directors in preparation for leader one-on-one meetings.
8. Performs other duties as requested by Community Groups Directors.

Reports to

Director of Married Community Groups

Work Schedule:

Monday – Thursday 9a-5p, Friday 9a-1p
(Occasional weekends for trainings and events)