

GROUPS COORDINATOR JOB DESCRIPTION

PURPOSE

The role of the Groups Coordinator is to provide administrative, communications, and operational support for the Community Groups Directors.

REPORTS TO

Director of Community Groups

PRIORITIES

- Maintain and update Community Group information regularly in the Rock database.
- Manage new leader process including tracking leader approvals, making leader packets, and following up to get accurate group info.
- Assist in planning, supporting, and executing groups events, leader trainings, and other division events as needed.
- Serve as Community Groups contact for all groups and leadership inquiries.
- Manage Groups staff expense reports and room reservations.
- Provide support for group connection events by helping with multiplication reminders and leader registration; attend Group Launch events.
- Responsible for GroupLink follow-up and data entry.
- Help manage logistics for Short-term groups and gatherings.
- Support Groups Directors in preparation for leader meetings.
- Manage process for department leader emails and website updates.
- Other duties as assigned by the Director of Community Groups.
- Occasional work outside of normal duties to support other church departments.

