



Position Description - Community Groups Coordinator

Community Fellowship Church's mission is to make committed followers of Christ through worship, evangelism, fellowship, discipleship, and service.

Position Summary: Community groups are a reflection of God's love for his people and a safe place where all people can be encouraged and equipped on their journey to become committed followers of Jesus. The Community Groups Coordinator is a part-time hourly position that reports directly to the Community Groups Director and is responsible for

- Communication and Administration
- Developing Young Adult Community Groups
- Planning and Facilitating Events
- Assisting with Group Placements

... all for the purposes of directing people toward a full life in Jesus Christ.

Communication and Administration

Result #1: Community Group Director is aware of your weekly goals and progress.

Result #2: Community Group leaders are aware of upcoming events and service opportunities using a variety of communication platforms.

Result #3: The Communications Director and Operations Manager are aware of upcoming events so they can assist with promotion and facility reservations.

Result # 4: Emails, phone calls, and face-to-face meetings; demonstrate excellence in verbal, nonverbal, and written communication.

Result #5: The CG page of the CFC website is up to date.

Developing Young Adult Community Groups

Result #6: Young adult community groups are growing in health and attendance.

Result #7: Young adult group leaders are supported with prayer, resources and regular check-ins.

Result #8: Quarterly events promoting young adult large group fellowship are run with excellence.

Planning and Facilitating events

Result #9: Being present for leader huddles and training events and coordinating volunteers when necessary.

Result #10 Any outside facilities and or vendors are scheduled in a timely manner and aware of our needs, specific to the event.

Assisting with Group Placements

Result #11: A roster of group leaders and members is kept up to date on the church database and shared Google docs.

Result #12: Those interested in joining a community group are followed-up within 48 hours and tracked in our workflow.

Result #13: Potential community group conflicts and new leader opportunities are promptly communicated to the CG Director.

Skill Set and Basic Qualifications:

- Demonstrates a genuine faith and belief in the Lord Jesus Christ.
- Philosophical alignment with CFC leadership and the C&MA denomination.
- Able to maintain the highest level of confidentiality.
- Capable of recruiting volunteers and seeing people serve in their giftedness.
- Ability to collaborate with other CFC staff.
- Detail-oriented, organized, and able to multitask to reach deadlines.
- Proficient in MS products, G-Suite, Mailchimp, Basecamp, and Squarespace
- Excellent written and verbal communication skills.
- Highly motivated, teachable, and a good question asker.

Weekly Time Commitment: 10 hours per week