



JOB DESCRIPTION

Job Title: Small Groups Assistant
Employment Status: Full-Time

Department: Small Groups
Direct Report: Caleb Hawkins

Summary of the Position:

Realife Church is looking for a Small Groups Assistant to support the administrative needs of the Small Groups Department! This position requires a blend of both people-skills and task-oriented gifts to provide logistic and administrative support to the Small Groups Pastor in the areas of groups and pastoral care to **'Create a place people love, so they can experience a loving God.'**

Experience and Knowledge Required:

- Ability to learn and navigate ChMS (church management software) and other systems
- Working knowledge of programs like Excel, Word and other standard business applications.
- You are detail-oriented with a knack for learning new software programs quickly.
- You thrive in a fast-paced, multitasking environment.
- One year experience and proven strength in administrative abilities.
- Exceptional verbal and written communication skills.
- Ability to handle confidential information with discretion.
- You are known for your positivity and interpersonal skills and excel in customer service.
- Being part of a team fuels you, but you can work alone with minimal supervision.
- A strong work ethic and a commitment to excellence.

Essential Functions and Responsibilities:

- Manage data entry and system processes to manage all things related to groups.
- Prepare and follow up on monthly reports to track attendance and group metrics.
- Assist Small Groups/Pastoral Care Pastor with managing schedule, meetings, appointments, and all calendar items as needed.
- Correspondence and communication with Small Group Leaders and Coaches.
- Assist Small Group Pastor with all group administration: creating groups, small group leader training needs, and any other administration tasks that are needed.
- Coordinate rooms needed for Small Groups with Campus Coordinator.
- Assist with small group registration and highlights at conferences/events.
- Support coaches with administrative needs.

Spiritual Life:

- As a Jesus-follower, you radiate the fruit of the Spirit in your life.
- You bring positivity, a servant's heart, and joy to the workplace.

About You:

- 1) Lists are your love language and marking things 'DONE' is your superpower.
- 2) You may not be Elon Musk, but you are right at home with technology.
- 3) You really believe that there is no challenge that a spreadsheet can't solve.

If you're ready to bring your organizational skills to Realife Church's Small Groups department, apply now by sending your resume to shawna.banning@realifechurch.org!