



## Job Description

**Title:** Groups Associate

**Time Commitment:** Part-Time

**Supervisor:** Senior Director of Outreach and Connections

## Purpose of the Job

The Groups Associate works to connect people into various types of spiritual communities: Community Groups, Care Groups, Mid-Sized Groups, and Activity Groups.

## Essential Job Responsibilities

- **Connect people into groups:** The key metric for this role is increasing the number of people connected in groups.
- **Start new groups:** New people connect best in new groups, so a key responsibility will be the regular creation of new groups.
- **Recruit and develop leaders:** To be successful in this role, the candidate will need an ever-increasing network of leaders.
- **Build coaching structures:** Given time constraints, it will be impossible to directly mentor all of the leaders. A network of coaches (leaders of leaders) will be critical.
- **Assess group and leader health:** Regularly survey involvement and satisfaction of group members and leaders.
- **Follow up with people who stop meeting in groups:** Assist with Whitewater's retention plan by regularly checking in with people whose group involvement has ceased.
- **Group Scheduling and attendance tracking:** Support groups by reserving rooms and oversee schedules, as well as track attendance of groups and leaders.

## **Job Skills**

- People person.
- Excel wizard.
- Strong organizational skills.
- Excellent communication ability.

## **Requirements**

- Extensive experience in small groups.
- Preferred ministry experience.
- Passion for connecting with people.
- A great attitude.