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| ***Job Description*** |
| **Job Title:** | **MA – GROUPS** | **Department:** | **Community Life** |
| **Reports To:** | **Community Life Associate Director** | **Name:** |  |
| **Position Summary:** |
| This role provides support in the operation of Groups at Oaks Church. This position assists in administrative support, communication, back-off plans and event planning to best serve the Groups Pastor at our church. Relational intelligence, administration, building culture, and serving others are the main functions of this role. |
| **Major Responsibilities & Duties:** |
| * Connecting with Group Leaders in a Coaching role.
* Help assist in cross-departmental care & support for different Group Types.
* Lead & recruit at Dream Team Orientation on Wednesday Nights.
* On-ramp people who join the Dream Team as Group Leaders.
* Create and carry out communication plans for New & current Group Leaders.
* Lead and execute Group events.
* Administratively support through organization of Groups platform and website.
* Help drive new initiatives forward as Groups continue to grow.
* Serve and strengthen Dream Team culture on Wednesdays & Sundays.
* Gather vital data to help the accuracy of the Oaks Dashboard.
* Think critically and help to innovate processes.
* Train, teach, and delegate to Dream Team and Oaks College interns as they serve in the Community Life ministry.
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| **General Expectations:** |
| * Be prepared and professional.
* Be the owner of your zone.
* Be a team player.
* Support the vision, values and ministry of Oaks Church through serving, tithing, etc.
* Proactive thinking; willing to train & teach others.
* Model a godly life for Dream Team.
* Be teachable with a humble and submissive attitude.
* Maintain all confidential information.
* Be a disciple-maker.
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