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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. | | | |
| **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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