

Community Groups Director

Helping People find and follow Jesus Christ

If you have a passion for helping people and enjoy working with a fun ministry team, then Fellowship Bible Church is the place for you! We are looking for an individual who can develop plans for what to do and when to do it in order to help people take their next steps in community groups. Our ideal new team member is a leader, loves people and building relationships, a great communicator and is organized.

Who We Are

In 1997, God began a new work in Topeka through a few families from Topeka Bible Church. At that time, the Fellowship family met in various school auditoriums. In 2000, 70 people sacrificed to build the previous facility at 17th and Indian Hills. Eight years later, Fellowship built again and we are in the current facility at 10th and Urish. Fellowship's mission is to help people find and follow Jesus Christ, our vision is to see transformed lives leaving a godly legacy, and our values are God, His Word, and people.

Work Environment

This is a full-time position working 40 hours per week. We are flexible (one day off Monday-Friday), and the employee must be available for ministry work outside of 9:00 a.m.–5:00 p.m., Monday–Friday. Ten (10) weekends away are allowed during the calendar year.

Benefits

- BCBS health and dental insurance; employee only 90% paid by Fellowship
- 9 paid holidays
- PTO

A Day in the Life of the Community Groups Director

- Recruit, train and engage with community group leaders with consistent, regular and effective communications
- Actively and collaboratively work with "Rooted" team to ensure successful launch
- Analysis (data collection of group numbers, number in each group, group leader, challenges, successes, group health assessment and support needed)
- Prepare and implement various launches for groups throughout the year
- Actively and regularly engage with team (internal staff) to brainstorm and plan to ensure objectives are met
- Develop/obtain systems that will make connecting with and maintaining relationships with volunteer leaders to ensure engagement
- Develop/obtain training for volunteer leaders to equip them confidently
- Proactively plan the Community Group calendar and ensure all dates and deadlines are met.
- Ensure community group platforms and documents are current and up to date - printed materials, digital documents, slides, website, RightNow Media, etc.

Community Groups Director Attributes and Skills

- Enthusiasm for community groups
- Positive team player that is comfortable interacting with a wide variety of people
- Creative and flexible
- Excellent listening and relationship building skills
- Strong organizational skills
- Strong written and verbal communication skills

Community Groups Director Qualifications

- 1-2 years professional experience in organizing and leading groups
- Prior volunteer management experience, required
- Prior supervisory experience, preferred
- Proven training development and implementation

- Exercise a high degree of expertise in computer applications such as Microsoft office suite, word processing, spreadsheets, presentations, and database, including Google applications
- Required to exercise creativity and sound judgment without close supervision
- Proficient use of the English language
- Commit to personal growth
- A commitment to the local church expressed through involvement
- Successful experience leading staff and motivating teams
- Ability to prioritize and manage their own work and the work of others to effectively and efficiently accomplish the tasks with excellence