

GROUPS MINISTRY COORDINATOR

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

The Groups Ministry Coordinator provides administrative support to the Groups Team. This person will be successful when Groups Ministry processes are established and consistently implemented to help encourage and strengthen the forward-facing ministry of the Groups team. This role requires strong project management skills, an aptitude for organization and attention to detail, and experience in interpersonal communication.

Primary Responsibilities

- Provide event support in the areas of volunteer recruitment and communication, gathering and ordering supplies; day of event support, hosting and managing details
- Utilize and maximize CPC's database, Planning Center Online (PCO), by maintaining lists, groups and managing registrations
- Assist with Basecamp projects and tasks, submitting and monitoring to ensure projects are meeting deadlines
- Provide administrative support, including but not limited to, scheduling room reservations, Amazon ordering, printing and taking meeting notes
- Participate in planning meetings as needed for specific events and ministry areas
- Coordinate Clearstream messages for specific ministry areas
- Manage the Moms Morning podcast process
- Upload teachings to Dropbox and maintain Dropbox recordings

Other Duties

- Meet regularly with the Pastor of Groups & Community Life for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Groups team meetings
- Communicate and work effectively with staff, congregation, visitors, and vendors
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Palm Sunday, etc.), and other leadership events as directed by supervisor

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Proactive communicator
- Collaborative spirit and team player



- Excellent writing and editing skills, including mastery of grammar and punctuation
- Strong organizational, detail-oriented, and multi-tasking skills
- Confident self-starter with a strong work ethic
- An eagerness to learn with a teachable and flexible spirit
- Experience or willingness to learn Planning Center Online (PCO)
- Working knowledge of Microsoft Office & Google Workspace

Preferred Requirements

- BA/BS degree relevant to ministry and/or operations
- Leadership skills, abilities, and experience

Physical Requirements

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

Position Reporting: Groups Ministry Coordinator reports to Pastor of Groups & Community Life

Hours: This is a part-time (20 hours/week), year-round, hourly, non-exempt position. The work week is Monday-Friday, Tuesday & Wednesday 9am-3pm, other hours are flexible with some evening and weekend events as needed.

Benefits & Compensation: This position is eligible for paid time off, 403b retirement plan, tele-health & tele-counseling service. The pay range is \$18.00-\$22.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at employment@cpcedina.org. Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.