

# EMBRACE *Grace*

## SUPPORT GROUPS

### **Groups Coordinator — Full-Time/In-Office Position**

Embrace Grace, Inc. – Hurst, TX

Embrace Grace is seeking a passionate and organized Full-Time **Groups Coordinator** to come work in person at our headquarters, to help equip and support churches across the country that host Embrace Grace Support Groups. If you're an excellent communicator, naturally encouraging, empathetic, persuasive, detail-oriented, and love variety in your work, we'd love to hear from you!

#### **REQUIREMENTS:**

To be seriously considered for this role, you should:

- Have outstanding communication and listening skills
- Be highly organized and a strong multitasker
- Excel at people-focused roles and relationship building
- Be detail-oriented and self-motivated

#### **RESPONSIBILITIES:**

As a Groups Coordinator, your role will include:

- Inspiring and equipping group leaders through regular check-ins via phone and email
- Responding to questions and providing support through calls, texts, and emails
- Maintaining accurate records by updating group information in our system
- Helping leaders feel confident, connected, and supported throughout each semester

**To apply**, go to [portal.cultureindex.com/public/survey/general/TJ05FfmiD1](https://portal.cultureindex.com/public/survey/general/TJ05FfmiD1) to fill out your Culture Index Survey and to upload your resume if you have any questions regarding this position, email [jobs@embracegrace.com](mailto:jobs@embracegrace.com).