

Position: Groups Coordinator

Job Type: Part-time (20 hrs/wk)*

Department: Discipleship

FLSA Status: Non-exempt

Reports To: Groups Lead

Summary

Join the vibrant community at Hope Church in Richmond, Virginia, where we are seeking a dedicated individual to serve as our Part-Time Small Group Coordinator. This Groups Coordinator position plays a vital role in bringing HOPE's mission to life by helping people—especially men—find life and purpose in Jesus Christ through community. This position focuses on fostering connection, spiritual growth, and discipleship through small groups and the support of group leaders.

Responsibilities

1. Connection and Systems

- a. Identify and create opportunities for connection and groups for men at HOPE.
- b. Create healthy systems, structures, and strategies to help men find life and purpose in Jesus Christ through community.
- c. Participate in ongoing assessment of the health, growth, and long-term trajectory of the Groups ministry.
- d. Work with the team to create on-ramps into groups multiple times each year, including seasonal launches in the fall and spring.

2. Leader Development & Support

- a. Identify, recruit, equip, and multiply volunteers throughout the year.
- b. Serve as the primary point of contact for group leaders, meeting with them regularly to provide development, encouragement, and support.
- c. Facilitate collaboration among group leaders for service and outreach opportunities.
- d. Work with the Groups team to plan and lead quarterly gatherings for new and continuing group leaders (also recorded sessions).

3. Ministry Operations & Resources

- a. Proficiently use Community Church Builder (CCB), HOPE's database, for communication and for utilizing metrics to assess growth and progress toward ministry goals.
- b. Vet group resources and recommend them to leaders as appropriate.
- c. Assist with writing or editing sermon discussion guides as needed.
- d. Demonstrate high proficiency with online resources such as Zoom/video conferencing platforms and integrate technology into small group environments.

4. Team Collaboration & Vision

- a. Provide general support for the HOPE Groups Team.
- b. Cast vision and champion the values of HOPE Groups to a wider audience.
- c. Engage with current trends in group ministry (through books, podcasts, etc.), with emphasis on issues affecting men in today's culture.

Expectations

- A mature and growing relationship with Jesus Christ
- Can fully support the vision, mission, values, theology, and methodology of HOPE
- Attend and participate in weekly team meetings
- Meet with manager bi-weekly and attend staff devotions (Wednesday, 9:30 am)
- Assist with regular communication with all group leaders
- Maintain consistent communication with individual assigned group leaders, casting vision for the larger ministry, building personal relationships, sharing current initiatives, assessing needs and offering support and counsel, and encouraging them in their role
- Attend launch kickoffs, interact with HOPE audience, answer questions, help people navigate the webpage and registration (at least twice/year)
- Attend team training and development sessions (1-2 times/year)

Physical Demands

- Sitting or standing throughout the day
- Occasional moving of tables and chairs (up to 25 lbs.) for set-up and breakdown of meeting spaces, carrying large cartons of water, soda, etc.

Expected Hours of Work*

- 20 hours per week, to include:
 - Monday-Thursday preferred, with flexibility on specific hours (see meetings listed above)
 - Some evenings and weekends (especially rotational Sundays) are required
- Christmas Eve and Easter Sunday are required "all-in" workdays for HOPE staff

*PLEASE NOTE: If this role appeals to you but the schedule or hours are a concern, please contact us at hr@hopecentral.com, as some flexibility may be available.

To apply, please submit the following to hr@hopecentral.com :

- Cover Letter
- Resume
- [Hope Application for Employment](#)