JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Groups Coordinator

EFFECTIVE/REVISED:

SUPERVISOR'S TITLE: Director of Small Groups

DEPARTMENT: Build Community

CAMPUS: ☒ Campus: Anaheim

LEADERSHIP LEVEL:

- ☐ EXECUTIVE
- ☐ DEPARTMENT HEAD
- ☐ DIRECTOR
- ☒ COACH
- ☐ LEADER
- ☒ STAFF

EXEMPT CLASSIFICATION:

- ☒ PASTOR
- ☒ MINISTER EXEMPT
- ☐ EXEMPT
- ☐ NON-EXEMPT

PAYROLL STATUS:

FULL TIME	☒ PART TIME	WEEKLY HOURS: 20

Eastside's unofficial motto is "This Is For Everyone." Eastside's mission is to Pursue God, Build Community, and Unleash Compassion. If you're looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership, and is intentional about promoting a healthy staff culture, Eastside might be the place for you.

The Groups Coordinator is the administrative and relational backbone of Groups Ministry at Eastside Christian Church. Gives particular attention to Young Adult Groups, through pastoral support and being the primary point of contact for YA SGLs and ensuring that population is well-supported within the broader Groups Ministry structure. . Manages the SGL onboarding pipeline, coordinates weekend group launches, runs on-campus group nights at Anaheim, supports the communication and data reporting rhythms of the Central Director of Groups, and coordinates production and content needs across the teamReports directly to the Central Director of Groups.

01. Summary of Position:

The Groups Coordinator is responsible for the tactical implementation of the Small Groups vision at Eastside, with a primary focus on the Anaheim campus. She keeps the operation running week to week, from SGL onboarding to Wednesday night group logistics to weekend launch

coordination, and execution of Groups projects. Will have the opportunity to speak into the larger strategic decisions that shape how Groups Ministry grows across all campuses.

02. Ministerial Functions:

- Available to provide support to Small Group Leaders and group members navigating personal or spiritual challenges, escalating to the Central Director of Groups, AN Groups Pastor, or Campus Pastor as appropriate.
- Authorized to lead Bible studies and worship in various settings as opportunities arise.

03. Supervisory Responsibilities:

- Helps to supervise Small Group volunteers, YA groups and volunteers, and interns placed within Groups Ministry at Anaheim.
- Carries out supervisory responsibilities in accordance with Eastside policies and applicable laws, including planning and assigning work, providing direction, and addressing concerns.

04. Duties and Responsibilities:

- Manage the SGL onboarding pipeline in Rock RMS, reviewing applications and approving candidates to begin orientation.
- Follow up with any SGL stuck in the pipeline to resolve the issue, escalating to the Campus Pastor when a personal touch is needed.
- Produce a monthly onboarding report due the first weekend of each month, summarizing how many SGLs completed onboarding the previous month.
- Serve as the first point of contact for SGL questions throughout the onboarding process.
- Manage Rock RMS communication workflows including SGL emails, group leader texts, and Campus Pastor distribution lists.
- Load and maintain communication templates in Rock, scheduling sends on behalf of the Central Director of Groups.
- Maintain the Groups Ministry Asana workspace, keeping tasks, owners, and due dates current within 48 hours of any change.
- Support the Central Director of Groups in building out new semester project boards ahead of each launch cycle. Flag overdue or at-risk tasks to the Central Director of Groups each Sunday.
- Build and manage Planning Center orders for SGL Rallies and on-campus group nights, including Rooted and Alpha.
- Create and distribute run sheets and playlisters to campuses for all-campus events when needed.
- Coordinate logistics for pallet wall setup, sign-up tables, QR codes, and group registration materials during weekend launch events.
- Serve as a Groups Ministry representative on campus during Sunday services at Anaheim.
- Set up and manage room assignments through eSpace for all on-campus group nights in AN.
- Check in participants and groups at the door on Wednesday evenings.
- Track and submit weekly attendance for on-campus groups in Rock RMS.
- Order and manage food and snacks for on-campus group nights when necessary.
- Serve as the primary point of contact for all Young Adult SGLs at Anaheim.
- Give particular attention to YA groups within the broader SGL onboarding and development work, ensuring YA leaders are supported and connected throughout each semester.

- Track facilitator and coach development progress in Rock and Asana, ensuring leaders are moving through the training pipeline on schedule.
- Serve as the primary communication contact for interns placed within Groups Ministry, keeping them informed and connected to team rhythms and deadlines.
- Attend all meetings called by Build Community, All-Staff Meetings, and meetings with the Central Director of Groups.
- Be available for all services during key events and weekends including Christmas, Easter, Fall Kick-Off, and major churchwide initiatives.
- Fulfill additional responsibilities as assigned, demonstrating flexibility and commitment to Eastside's evolving ministry vision.
- Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

05. Qualifications:

- Strong personal faith in Jesus as Savior and Lord, with a heart for serving God and others.
- Member of Eastside Christian Church, baptized by immersion.
- College degree or comparable experience in a related field.
- Strong computer skills including Microsoft Suite and Google Workspace.
- Experience with Rock RMS or similar church database systems preferred.
- Familiarity with Planning Center, eSpace, Asana, or similar production and project management tools is a plus.
- Excellent interpersonal, verbal, and written communication skills.
- Self-starter with strong follow-up habits and high attention to detail.
- Confidential, flexible, and organized with the ability to manage multiple responsibilities simultaneously.
- Comfortable working nights, weekends, and select holidays as required.
- Ability to lift and move up to 30 pounds and stand or sit for extended periods.

06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- Required presence at all ALPHA nights, ROOTED nights, and Groups launch weekends throughout the year.
- Attendance at weekend services, as well as during “all hands on deck” events (Christmas, Easter, Fall Kick-off, etc)
- This Job Description should be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 3x6 goals, obtaining supervisor approval
- Job performance should be reviewed at least annually with the position’s supervisor
- Adhere to Eastside’s social media policy.

07. Physical Demands & Work Environment:

- Must be able to lift and move up to 30 pounds.
- Must be comfortable sitting and standing for extended periods of time.
- Must be able to hear, stand, walk, and talk.

We concur with this Job Description.

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Staff Member Supervisor

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Date