

GROUPS ASSISTANT



OVERVIEW

The Bridge Church is a fast growing church (300-1,750 in 6 years) that cares deeply about people experiencing life change in the context of community groups. With our rapid growth At the Bridge, we believe we our church must grow larger and smaller at the same time. This role exists to help community group leaders feel supported, Bridge attenders to get connected, and for the community groups ministry to thrive.

ROLE SUMMARY

The Groups Assistant will work with the Spring Hill Campus Pastor to ensure that The Bridge's community group network is vibrant and healthy by creating, implementing, and maintaining healthy systems that assist in communication and assimilation. This person will need to be a self starter with a the ability to work both in the office and remotely. The Groups assistant will play a vital role in The Bridge's movement for all people to Know God, Find Freedom, Discover Calling, and Make a Difference.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge
- Live out the Staff Behaviors and participate in staff activities: weekly meetings, retreats,
- Ability to see and articulate the vision of The Bridge while executing the tasks to fulfill it
- Strong relational capacity that others want to work with and good communication skills
- Excellent organizational skills with an eye for the details and an ability to think proactively and prioritize work
- Ability to learn and execute CCB, Dropbox, Expensify, ACS, Google Drive
- Be an execution oriented type of leader

SPECIFIC DUTIES & RESPONSIBILITIES

- Work with Spring Hill Campus Pastor in creating, managing & executing a communication plan for community group leaders that includes both information and training to ensure that leaders feel supported and equipped.
- Work with community group coaches and leaders to quickly place Bridge attenders into the perfect community group.
- Work with Spring Hill Campus Pastor to manage and track the community groups budget.
- Help manage the Spring Hill Campus Pastors calendar to ensure that he creates margin to be the face of the community groups network.
- Work in collaboration with operations staff for any building use, creative elements etc.
- Ability to exercise discretion and confidentiality with sensitive information.
- Be available for other duties when asked by Spring Hill Campus Pastor.

SCHEDULE: A mix of office hours and remote hours Mon-Thurs

HOURS: 18-20 Hours (must be available for special events, church meetings, etc as needed)

Hourly Pay: \$15.00