



Position Title: Women's Small Groups & Events Coordinator (Part-time)

Position Summary

The Women's Small Groups & Events Coordinator provides leadership, organization, and support for the church's women's ministry through the development of women's small groups and the coordination of women's events. This role helps women connect in biblical community, grow spiritually, and become engaged in the life of the church.

The coordinator recruits, equips, and encourages volunteer leaders while helping organize small groups and events that foster spiritual growth and meaningful relationships among women in the church.

The ideal candidate is relational, organized, spiritually mature, and passionate about helping women grow in community and faith.

Essential Responsibilities

Women's Small Groups Ministry

- Recruit, onboard, and support women's small group leaders
- Help launch and develop new women's small groups
- Provide encouragement, coaching, and regular communication to group leaders
- Assist women in finding and connecting to appropriate groups
- Coordinate group resources
- Help track participation, group health, and ministry engagement
- Support leader development gatherings and training opportunities

Women's Events Coordination

- Coordinate and support women's ministry events, including:
 - Fellowship gatherings

- Seasonal events
- Outreach and service opportunities
- Work with volunteers to organize hospitality, setup, registration, decorations, refreshments, and event logistics
- Coordinate event communication, schedules, and promotional materials
- Help manage event timelines and follow-up communication

Volunteer Leadership & Team Development

- Recruit, organize, and lead volunteers serving within women's ministry
- Encourage healthy teamwork and volunteer engagement
- Delegate responsibilities appropriately and provide ongoing support and appreciation
- Help create a welcoming and relational ministry environment

Administrative Support

- Maintain ministry calendars, records, and communication lists
- Assist with budgeting, supply organization, and ministry planning
- Coordinate room reservations, registrations, and ministry materials
- Help maintain organized ministry systems and processes

Ministry Collaboration

- Work closely with church staff, pastors, and ministry leaders
- Support the overall discipleship and community goals of the church
- Help connect women to additional next steps within the church, including serving, small groups, membership, and broader discipleship opportunities

Qualifications

- Personal faith in Jesus Christ and alignment with the mission and values of the church
- Passion for women's discipleship and biblical community
- Strong relational, leadership, and communication skills

- Ability to recruit, encourage, and organize volunteers
- Strong organizational and administrative abilities
- Ability to manage multiple projects and event details effectively
- Proficiency with email, calendars, spreadsheets, and basic office software
- Team-oriented attitude with a servant's heart

Preferred Qualifications

- Previous experience in women's ministry, small groups, event coordination, or volunteer leadership
- Experience coaching or leading small group leaders
- Familiarity with church management software and event registration tools (Planning Center, Subsplash)
- Experience planning ministry events

Ministry Expectations

The Women's Small Groups & Events Coordinator is expected to:

- Demonstrate Christ-like character, humility, and spiritual maturity
- Support the church's mission, doctrinal beliefs, and ministry philosophy
- Maintain professionalism, confidentiality, and integrity
- Foster a welcoming, encouraging, and spiritually healthy ministry culture

Work Schedule

- Part Time (15-20 hours)
- Occasional night and weekend hours for events
- Reports to Groups & Care Pastor