



PROVIDENCE C H U R C H

Providence Church is a growing church in the suburban area of Frisco, Texas. Our mission “to glorify God by making disciples through the Gospel, in community, and on mission” fuels our philosophy of ministry. Therefore, everything we do, every ministry we engage in, and every program we promote must align with our great desire to glorify God by seeing the Gospel change individual lives.

Position: Administrative Director of Groups and Connections

Purpose of Position: The Administrative Director of Groups and Connections consists of two primary responsibilities: Project Management and Administration. This role will play a pivotal part in supporting the Groups and Connections ministry ensuring the smooth operation of various projects and administrative tasks within our church community. This position requires strong organizational skills, attention to detail, and a passion for supporting and enhancing connection in the church and group ministry efforts.

Primary Duties & Responsibilities:

- Project Management:
 - Plan, coordinate, and oversee projects within the connections/group ministry, ensuring they align with the church's mission and objectives
 - Develop project plans, including scope, goals, timeline, deliverables, and resources needed
 - Coordinate with groups director, volunteers and staff to delegate tasks and monitor project progress
 - Prepare and present regular project status reports to staff and church leadership
 - Evaluate project outcomes and identify areas for improvement
- Administration:
 - Manage administrative tasks related to connections/group ministry operations, such as maintaining records, filing documents, and managing databases
 - Assist in organizing and promoting group ministry events, meetings, and activities
 - Ensure compliance with church policies, procedures, and safety standards
 - Handle inquiries and provide information to members of the congregation and community regarding group ministry activities
 - Provide high-level administrative support to the Group and Connections Director, including managing schedules, appointments, and correspondence
 - Assist in preparing documents, reports, and presentations for meetings and events

Expectations:

- Be a faithful follower of Jesus Christ and be actively seeking a deeper relationship with Him.
- Passionate about seeing others pursue a relationship with Christ.
- Fulfill the duties required of Providence Church covenant members as outlined in the membership covenant.
- Exhibit a servant leader's heart for ministry to the body of Christ.
- Be disciplined and diligent with his/her time, keeping a balance between home and work.

- Recognize that working with a team is essential to successful ministry. It is expected that he/she work closely with other staff and families at Providence.
- Maintain confidentiality with sensitive church information

Knowledge and Skills:

- Must have an in-depth knowledge of scripture and doctrinal alignment with Providence Church.
- Proven experience in project management, executive assistance, or administration, preferably in a church or nonprofit environment.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent communication and interpersonal skills, with a customer service orientation.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and project management software.
- Understanding of church operations and group ministry dynamics (preferred).
- Ability to maintain confidentiality and exercise discretion.

Direct Report: Director of Groups and Connections

Schedule: Full-time

Vacation: PTO days

Salary: paid bi-weekly

The job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. It is an overview of the responsibilities, expectations, and skills of the aforementioned position.