



JOB TITLE: Administrative Assistant to the Small Groups Director

DATE: Fall 2025

REPORTS TO: Small Groups Director

STATUS: Part-time (20 hours), Non-exempt

JOB SUMMARY

This position will support the Small Groups Director in leading the Grow Together foundational practice of Storyhill Church. This involves helping the Storyhill church family engage in smaller groups and Bible studies where spiritual growth and care happen beyond the corporate “worship together” gathering. This position is ideally suited for a person with organizational, administrative, and process skills, combined with a deep heart to collaborate and to relationally serve the congregation. This position will also work in partnership with the Coordinator of Connection and Care. **Candidates for the position must be available to work evenings and weekends** (especially for special events and retreats).

DUTIES & ESSENTIAL JOB FUNCTIONS

- **PROVIDE ADMINISTRATIVE ASSISTANCE TO THE DIRECTOR OF SMALL GROUPS**

Support the Director of Small Groups with administrative tasks as assigned (e.g., calendar planning, expense tracking, budget planning, event setup, logistics for adult discipleship teams).

- **PROVIDE ADMINISTRATIVE SUPPORT FOR COMMUNITY GROUPS AND BIBLE STUDIES**

Receive and follow up with community group interest forms, manage community group and Bible study rosters, help the Director of Small Groups identify and recruit new community group and Bible study leaders, write and distribute weekly sermon discussion guides, coordinate leader trainings, and coordinate the annual community group/Bible study launch event.

- **COORDINATE CLASSES & STUDIES**

Lead event logistics for the Welcome 101 and Discovering Baptism classes, collaborate with the Coordinator of Connection and Care to oversee “Pathways” from Welcome 101 by helping new ministry partners get assimilated into the life of the church, coordinate other classes and seminars as assigned by the Director of Small Groups (i.e., summer “Storyhill Studies”).

- **SUPPORT CARE & ADULT DISCIPLESHIP TEAMS**

Work in partnership with the Coordinator of Connection and Care to provide general administrative, communication, logistical, and even support for the Care Team, Prayer Team, Meals Ministry, Women's Leadership Team, and Men's Leadership Team.

COMPETENCIES

- **ADMINISTRATIVELY GIFTED:** Highly organized with the ability to wisely manage time and execute tasks. Proficient and comfortable with using new technology, online platforms, the Microsoft suite, Google Workspace, online databases, and CRMs, along with communications and website forms.
- **COLLABORATOR:** Enjoys receiving direction, anticipates needs, and works well with multiple teams and groups (i.e., Grow Team Staff, members of Men's & Women's Leadership teams, church elders, volunteers, and other members of the Storyhill staff team).
- **STRONG MULTITASKING SKILLS:** Able to handle multiple events or projects simultaneously and manage competing priorities.
- **STRONG WRITTEN & VERBAL COMMUNICATION SKILLS:** This role will be responsible for emailing the Staff Team, key leaders, Ministry Partners, and key groups on behalf of Storyhill Church.
- **ATTENTION TO DETAIL:** Able to make spaces, events, and retreats warm and welcoming.
- **FLEXIBLE:** Easily adapts to the evolving needs of a growing organization, and welcomes additional duties as assigned by the Director.

QUALIFICATIONS

- Evidence of a growing faith in Jesus Christ
- Record of working well on teams
- Event planning experience
- A willingness to learn, grow, and receive training as needed
- Ability to handle confidential information with humility and care
- Added Benefit: Previous exposure to Storyhill

*To apply, send a résumé and cover letter to Mandie Jester at mandie@storyhill.org
For more information on Storyhill Church, click [here](#).*