

PROJECT & EVENT MANAGER



Responsible for ensuring Nativity’s small group leadership teams and small group leaders are supported with relevant resources, growth and connection opportunities.

Full Time, Weekend Hours Required | Timonium, Maryland

Nativity Team

The Nativity Team works together closely to create a safe & irresistible environment for all those who serve with us and for all those they serve.

Must-Haves

- Strong planner, natural influencer, self-starter, people-oriented
- Passion for customer service & follow up
- Effective communicator
- Eagerness to collaborate with both staff and volunteers

Nice-to-Haves

- Specialized in 2-3 of the Small Group ministry development areas of connecting, investing, reaching and sustaining.
- Sales and/or recruiting experience.

General Responsibilities

Plan Weekly/Monthly team meetings and events.

Provide Event Planning & Support.

Plan & execute regular small group leader coaching and recognition events.

Encourage, strategize and execute SG annual plan with the SG team.

Assist in development an effective infrastructure to support small group leaders.

Meet & Greet new people on campus each weekend.

Ensure database for small groups are maintained and accurate.

Assist in creating cohesive groups.

Draft communication to leaders.

Implement regular small group leader and small group member recruitment methods and processes ensuring a healthy small groups growth rate over time.

Create social media content to promote engagement and participation in events and discipleship.

