

Position: Small Group Organizer  
Department: Parish Life  
Location: Church  
Reports To: Director, Parish Life  
(currently the Director of Adult Faith Formation and Family Life)

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## **Job Overview**

The Small Group Organizer supports the new parish small group strategy as part of our Parish Life program area. Under the guidance and direction of the Director, Parish Life (currently the Director of Adult Faith Formation and Family Life) the Organizer works collaboratively with the Pastor and other parish leaders and is responsible for the planning, organizing, guiding, recruiting, and coordinating the small group formation programs for young adult (post-college) through senior parishioners.

## **Responsibilities and Duties:**

- Organizes groups as a leader and a cheerleader, not as a manager.
- Recruits participants throughout parish community.
- Organizes and transmits content to the groups.
- Trains group leaders.
- Demonstrates radical availability for group support.
- Review, evaluate and develop programs, missions, and overall objectives.
- Help the parish community evaluate and carry out its role as a catechizing and relational agent.
- Integrates with the Parish Life programming (small group development and support).
- Responsible for all administrative duties for the small group programs including communication with participants via all communication technologies.
- Foster involvement of groups in the life of the parish, including, but not limited to being involved in parish activities and worship services.
- Maintains a professional working attitude and collaborative approach, with strong verbal and written communications skills.
- Perform related work as required.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

A practicing Catholic who can fully participate in the sacraments of the Church. Strong knowledge and comprehension of the Catholic faith. Fluent in Spanish and English, preferred. Ability to work with adult volunteers. Sufficient health and stamina to meet the demands of the position. Strong multitasking, prioritizing, and organizational skills, with an attention to detail and ability to maintain confidentiality. Ability to use social media and productivity tools.

## **INSTRUCTIONS TO APPLY:**

Interested applicants are asked to email or mail a copy of their resume to the attention of:

Mr. Kelly Doss, Director of Administration/Chief of Staff  
Prince of Peace Catholic Church  
4600 Preserve Parkway  
Hoover, Alabama 35226  
kelly.doss@popcatholic.org