



Restoring Your Heart Group Coordinator

The Restoring Your Heart Group Coordinator will collaborate with the RYH Operations Manager to match current leaders with group members, ensure that members have the necessary materials, and provide them with accurate information regarding the location, time, and date of RYH group meetings.

The Restoring Your Heart Group Coordinator will report to the RYH Operations Manager. **This is a part-time volunteer or support-raised position.**

Responsibilities include:

Group Coordinator Responsibilities

- Connect people from the RYH Group Waitlist to groups
- Regularly cast the vision for RYH Ministry
- Assist Facilitators in preparing for groups and provide technical support if needed
- Manage WDA's RYH zoom account & scheduling
- Provide preliminary information to group members
- Capture feedback and RYH testimonies
- Meet quarterly at WDA HQ (Fayetteville, GA) for RYH Team meetings
- Work in concert with WDA HQ to create and communicate strategies and tactics to develop, grow, and nurture our RYH Ministries
- Help disseminate RYH promotional materials
- Build a connection/rapport with RYH leaders and trainers

Personal Responsibilities

- Commit to following WDA's philosophy of ministry
- Pray weekly for RYH groups
- Lead Restoring Your Heart groups (once trained)
- Set a Godly example for all the staff
- Continue to personally grow and develop yourself
- Regularly participate in WDA 's Global Prayer Call every Tuesday on Zoom
- Remain active in a local church
- Maintain a healthy family
- Raise and maintain support by regularly communicating with supporters (if applicable)



Position Requirements:

- A committed Christian in full agreement with WDA's Statement of Faith. Passionate about WDA's mission to serve the church worldwide by developing Christlike character in people and equipping them to disciple others. More interested in delivering life transformation than providing information.
- Strong work ethic and an ability to work independently and solve problems.
- Demonstrates strong competence and familiarity in today's electronic environment (PC/Mac, MS Office, Google Suite applications, Zoom, social media). Ability to learn CRM database applications. Familiarity with Kajabi, Mailchimp, and Eventbrite preferred.
- High level of cultural sensitivity and cross-cultural communication skills.
- High emotional intelligence. An ability to effectively navigate interpersonal communication and form healthy bonds with other team members. Humility and a willingness to learn. Must be able to demonstrate healthy conflict resolution and emotional health.
- Highly organized and efficient, with demonstrated ability to work under pressure to meet strict deadlines. Capable of effective collaboration with teams in a complex organization.
- Excellent interpersonal skills, both orally and in writing.
- Must be flexible, adaptable, and able to multitask. Strong customer service mentality with a can-do approach.
- Demonstrates a spiritual life and emotional maturity that is an example to others.

Send resume with cover letter to careers@disciplebuilding.org.