



re:generation Women's Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Re:generation Women's Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Re:generation

TIME REQUIREMENTS: Full Time

REPORTS TO: Women's Director of Re:generation

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for coordinating all step groups for Re:generation, assimilating new leaders into the ministry, and tending to female pastoral care needs. Also, assist with projects, special events, and needs as they arise. Serve as the point person for all testimonies that are given from stage on Monday nights, and work with leaders to write and edit their testimonies, meeting with them as needed to help them in the writing process.

ESSENTIAL SKILLS & EXPERIENCE:

- Multi-tasking & ability to prioritize for multiple concurrent responsibilities & needs
- A blend of relational & task skills
- Good organizational, listening, and communication skills
- Experience in secretarial and administrative tasks
- Computer literate and accurate typing
- Detail-oriented
- Pastoral care and crisis management

POSITION RESPONSIBILITIES:

1. Re:generation Operations
 - a. Leader interviews with Women's Director
 - b. Weekly communication with attendees (status)
 - c. Maintaining Re:generation leader serving tags
 - d. Coordinating and creating new step groups
 - e. Helping with additional tasks as needed week to week
2. Leader Testimonies
 - a. Gather, edit, and schedule all leader testimonies
3. Pastoral Care
 - a. Coaching and discipling leaders and volunteers
 - b. Female leader special attention situations
 - c. Calls & meetings with or regarding participants, members, or hurting people
4. Miscellaneous
 - a. Attend Monday night Re:generation, Re:generation leader & coaches meetings, Re:generation special events, and Staff Prayer
 - b. Discuss pastoral care & Re:generation situations with other staff teams
 - c. Attend Re:generation and Pastoral Care staff-related meetings
 - d. Needs to be available on cell phone after regular work hours to fulfill role duties and requirements as needed

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Detail-oriented, organized, responsive, professional, executer, and initiator
- Authentic with own recovery and relationships
- Ability to provide support to the Re:generation ministry and staff, out of a desire to help hurting people know Christ