



## Executive Assistant Job Overview

Qualifications for employment at Watermark Health require having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and have a work history and a lifestyle that is consistent with scriptural principles in the Bible.

**Full Time, Benefits Eligible**

**FLSA Status:** Non-Exempt

**Location:** WMH Offices

**Reports to:** Executive Director

**Position Summary:** Responsible for assisting in all aspects of the Executive Director's office, including managing and optimizing the daily, weekly, and monthly schedule and calendars of the ED and ministry leadership, as well as day to day office correspondence. Responsibilities include general office administration, support of all-staff events that Executive Director hosts, and as-needed projects.

### **Spiritual Gifts and Strengths:**

Administration, Hospitality, Service, Helps

Focus, Arranger, Achiever, Discipline, Focus, Positivity, Responsibility, Communication, Harmony

### **Essential Qualifications, Skills, and Experience:**

Active member in good standing at Watermark Community Church, Watermark FW, CityBridge, or Onward

Proficient with Microsoft Office Suite, especially Teams, Excel, and Outlook

High verbal and written communication skills

Excels at prioritizing well and anticipating future needs

Aligned with and passionate about the mission/vision/values of WMH

### **Position Responsibilities:**

#### Executive Director Support

Manage calendar scheduling and meeting request support for ED

Help host and facilitate leadership team meetings or ED meetings

Help manage ED emails, expense reports, phone calls, and other communication/organization

Help manage ED file system and storage/organization

Help as needed to free up ED with personal tasks

Assist Executive Director in special projects as requested

#### Ministry Support

Oversee WMH office's ordering and upkeep

Support board functions (recordkeeping, scheduling, notes and meeting action items)

Assist ED in executing on all staff events (monthly meetings, Christmas, retreat, summer picnic)

Assist Operations Director and HR Coordinator as needed on ministry tasks for ED

#### Leadership

Demonstrate spiritual leadership for volunteers

Act as staff care resource to support ED in overseeing the ministry

High trust in ministry conversations to be able to represent the ministry externally

### **Markers of an ideal candidate:**

Previous administrative experience, critical thinker, problem solver, executor, organized, self-starter,

flexible/adaptable to changing environments, multi-tasker, high capacity, high attention to detail, discreet

Quick learner with online databases and systems

Gifted in hosting groups from 1 to 100

...SO THAT THE MULTITUDES MAY BE HEALED.