



# Premarried Assistant 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:** Premarried Assistant

**DEPARTMENT:** Marriage

**REPORTS TO:** Director of Marriage

**FLSA STATUS:** Non-Exempt

**TIME REQUIREMENTS:** Full Time

**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 providing professional administrative support for the Pre-married team and Director of Marriage.

## ESSENTIAL SKILLS & EXPERIENCE:

- Experience in secretarial and administrative tasks
- Excellent communication and organizational skills
- Relationally warm and experienced with event coordination
- Proficient with computer skills
- Able to handle details

## POSITION RESPONSIBILITIES:

1. Participate in weekly staff and team meetings
2. Coordinate all logistics for Merge premarital class (dates, website, managing Rock (Watermark's online database), registration, room reservations, name tags, workbooks, all paperwork, and materials), including new leader trainings
3. Track and administer steps for premarital couples desiring 2-on-2 counseling and/or a Watermark officiant
4. Communicate with the Wedding Assistant regarding couples marrying at Watermark
5. Send frequent emails to participants and leaders through Rock
6. Answer emails and phone calls regarding premarital class in a timely manner
7. Organize volunteers for weekly events and special events
8. Maintain master calendar of events for Premarried ministry
9. Maintain Premarried ministry website page
10. Prepare expense reports for self and supervisor
11. Coordinate schedules for meetings
12. Order supplies for self and team, as needed
13. Be available for any and all needs of directors
14. Join directors for pastoral care meetings, as needed

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Helper – passion for providing administrative support and setting others up for success
- Host – relationally warm, eager to serve
- Diligent – works hard, has grit
- Friendly and fun – enjoyable to work with and takes an interest in others outside of work tasks
- Initiator – sees jobs that need to be done, looks for ways to make the load of others lighter
- Mature, learner, dependable, loyal, team player
- Spiritual Gifts: Administration, Hospitality, Service