



Life Initiatives 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: Life Initiatives Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: External Focus

REPORTS TO: Director of Life Initiatives

POSITION SUMMARY: Responsible for providing professional administrative support for Watermark's Life Initiatives.

SPIRITUAL GIFTS:

- Administration
- Shepherding
- Serving

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in administrative tasks
- Very effective communication (in-person, online, and via phone), including empathy for how communication might be heard/received by various audiences
- Ability to winsomely share ideas, collaborate, and communicate freely with opinionated people
- Strong ability to read detailed information and articulate key takeaways, possible errors, and potential points of miscommunication
- Proficiency with computer programs (Word, Excel, etc.), and openness to training on a variety of additional applications
- Strong prioritization and organizational skills
- Willing to give feedback and resolve conflicts readily

POSITION RESPONSIBILITIES:

1. Life Initiatives Administration:
40-50% will focus on directly supporting the leadership team of Life Initiatives. This involves new leader onboarding to respective teams, virtual and physical meeting coordination and support, communication, and administrative tasks related to Life Initiatives events, classes, and meetings.
 - Respond or delegate Life Initiatives inquiries from the body and outsiders to the appropriate leaders
 - Help brainstorm, design, and assist with Life Initiatives efforts, both large and small
 - Support Life Initiatives related events: scheduling, room reservation, virtual meeting setup, managing volunteers, managing needed roles for events, event set up and food purchasing, etc.
 - Work and communicate with Life Initiatives' lay leaders to meet needs and empower them to lead
 - Manage new leader applications and coordinate with lay leader on new leader placement
 - Publish Life Initiatives blogs
 - Participate as a member of the External Focus team and assist others as-needed, and attend all team and staff-wide activities
 - Organize Life Initiatives supplies and inventory
 - Provide "office management" for books, ordering supplies, and maintain schedules
 - Help revise and maintain the annual Life Initiatives budget
 - Communicate with External Focus Life Initiatives Partners, as needed

2. Curriculum Development Support:

30-40% of the employee's time will involve reviewing, editing, formatting, tracking, and coordinating content and delivery of various Life Initiatives classes many of which are currently in development.

- Review and edit content for various developing curriculum related to grammar, syntax, context, and contribute insights often
- Work with Watermark Resources to review content for publishing edits
- Input existing course material onto the Pathwright online education platform
- Format course materials for publishing and presentation
- Assist with film production and editing for events, content, or curriculum

3. Ministry Coordination:

15-25% of the employee's time will involve coordinating and leading an initiative within Family Restoration or The Life Initiative.

- Identify an area of interest within Life Initiatives to learn and lead
- Recruit and oversee key lay leaders to build the ministry and delegate accordingly

MARKERS OF AN IDEAL CANDIDATE:

- Executor
- Process-focused
- Detail-oriented
- Organized
- Bilingual
- A/V Competent
- Pastoral heart