



Men's and Women's Bible Study 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: Men's and Women's Bible Study Assistant

DEPARTMENT: Equipping

REPORTS TO: Women's Bible Study Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time; in-office

CLASSIFICATION: Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for administrative support for the Women's Bible Study Director, Women's Bible Study, Men's Bible Study, and DadU Breakfast.

POSITION RESPONSIBILITIES:

- Administrative support for Women's Bible Study Director
 - a. Manage calendar, inbox, meetings, expense reports, etc.
 - b. Prepare agendas, reports, presentations, and other materials for meetings
 - c. Assist with annual budget and strategic planning process
 - d. Communicate professionally with staff, members, lay leaders, and external inquiries
- Administrative support for Women's Bible Study, Men's Bible Study, and DadU Breakfast
 - a. Assist the Women's Bible Study Coordinator and the Men's Bible Study Coordinator with logistics such as new leader interviews, registration, check-in systems, room assignments, hospitality, and weekly communication
 - b. Coordinate collaborative support needed from other teams including Master Calendar, Facilities, Communications, IT, Kids Midweek, and Production
 - c. Communicate in a clear and timely manner with lay leaders
- Support the Equipping Assistant as needed with efforts to build team unity through celebrations, activities, and creating an atmosphere of friendship
- Support the Equipping Assistant as needed with efforts to maintain the organization of the Equipping storage, general supplies (books, etc.), and ministry items
- Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Demonstrated proficiency in communication, organization, and time management skills
- Excellent collaborator who also works well with autonomy
- Exemplary Christ-follower, initiative-taker, problem-solver, organized, attentive to details, flexible, professional, hospitable, able to maintain confidentiality

All employees' job descriptions are subject to change from time to time at the sole discretion of management.