



Community Formation 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: Community Formation Assistant

Department: Community Team

FLSA Status: Non-Exempt

Reports to: Community Coordinator

Position Summary: Responsible for serving in an administrative role for the Community Formation team and ongoing events. Provide primary support for the Community Formation Directors and Coordinator. Maintain a high level of care for the new attendee throughout the Community Formation process.

Spiritual Gifts:

- Administration
- Service
- Hospitality

Essential Skills & Experience:

- 1-2 years of experience in administration is preferred
- Excellent at Microsoft office products
- Ability to adapt to multistep processes and systems

Position Responsibilities:

- General Administration
 - Respond to emails and phone calls from those looking to get into community at Watermark
 - Attend weekly staff meetings
 - Manage Community email inbox along with other Community Team assistants
 - Initial point of contact for Community Formation
 - Occasional evening and all hands on deck responsibilities
- Single/Married Formation
 - Schedule interviews and volunteer meetings for Formation Directors and Women's Coordinator
 - Manage Formation email inbox
 - Monitor and maintain Community Formation communication
 - Manage Community Group data input
 - Community Formation weekly event point of contact
 - Assist with monthly Formation budgeting
 - Equip Community Formation Operations Volunteers
 - Manage Community Group Finder App
 - Maintain Formation volunteer serving tags
 - Assist Community Group placement
 - Manage event registrations
 - Partner with Membership Team regarding Formation attendee member statuses
- Sunday Events
 - Participate in executing Sunday Community Formation
 - Aid in Sunday event check-in, volunteer management, room set-up/shutdown
 - Support for Formation in-person meetings, interviews, and trainings as needed



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Markers of an Ideal Candidate:

- Strategic thinker
- High capacity
- Self-starter
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Team player
- Organized