



# South Dallas Administrative 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:** South Dallas Assistant

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** South Dallas Campus

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Campus Pastor

**CLASSIFICATION:** Ministerial Role

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

**POSITION SUMMARY:** Responsible for keeping the South Dallas campus running. Responsibilities include administrative support for the staff and church ministries, organization of campus, coordinating room bookings, and Sunday support.

## ESSENTIAL SKILLS, EXPERIENCE & IDEAL MARKERS:

- Commitment to the vision and 10 markers of Watermark South Dallas
- Deep love for Jesus and His Church
- Two years of experience in administration is preferred
- Enjoys providing administrative support to many different people and ministries
- Enjoys being a behind-the-scenes leader
- Extremely detail-oriented, track record of follow-through and possesses high organizational skills
- Excellent verbal & written communications skills with a wide range of people and personalities & excellent with details, grammar, editing, punctuation, etc
- Excellent computer skills and proficiency in Microsoft Office (esp. Outlook, Word, Excel)
- Self-starter, multi-tasker, able to prioritize, flexible attitude, detail-oriented, able to think like an owner who is always looking to improve
- Passionate about providing direction and helping people get connected to Watermark South Dallas
- Warm, hospitable, and joyful in demeanor

## POSITION RESPONSIBILITIES:

Campus/Office Administration support

1. Administratively support staff
2. Execute on all communication needs for the South Dallas
3. Receptionist for the campus
4. Administratively support lay led ministries
5. Manage Watermark South Dallas church email
6. Schedule meetings and rooms for campus
7. Manage church calendar
8. Assist with Watermark South Dallas all church events

Sunday Service

1. Set up for Sunday
2. Aid with Planning Center
3. Implement and execute post Sunday duties

Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.

**DIRECT REPORTS:** N/A