



Local Outreach Assistant

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 consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Local Outreach Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Missions and Outreach

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Senior Director of Local Outreach

CLASSIFICATION: Ministerial Role

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

POSITION SUMMARY: Responsible for supporting the Local Outreach team with administrative tasks.

POSITION RESPONSIBILITIES:

- Support Local Outreach team members by managing calendars, scheduling meetings, and coordinating with meeting participants as needed
- Coordinate room reservations, event setups, food and hospitality, and communication as needed
- Maintain agendas and action items from weekly Local Outreach team meetings
- Respond promptly to emails including the general Local Outreach inbox
- Support the annual strategic planning process for the Local Outreach department
- Assist Local Outreach ministries with budgetary requests
- Provide other administrative support for local outreach ministries and lay leaders as needed
- 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)
- Experience in administrative tasks, multi-tasking, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, diligent, and thorough
- Proficiency in Microsoft Office and task management software
- Passion for providing administrative support to other staff members
- Eager to streamline processes and create new solutions to administrative problems
- Pleasant disposition, high-capacity, dependable, flexible, and servant-hearted

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