



Watermark Resources Event 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: Watermark Resources Event Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Watermark Resources

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Watermark Resources Event Director

CLASSIFICATION: Non-Ministerial Role

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

POSITION SUMMARY: Responsible for providing administrative, planning, and hosting support for the Watermark Resources (WMR) Event Team (60%), professional administrative assistance to the senior director of Watermark Resources (30%), and administrative support to the greater WMR team (10%).

POSITION RESPONSIBILITIES:

- Event Team Administrative Support
 - a. Own and maintain conference inbox, with assistance from event coordinator during high tide seasons
 - b. Assist with scheduling and hosting event related meetings
 - c. Assist with internal and external communication
 - d. Responsible for all event related invoice processing
- Event Planning Support
 - a. Maintain and update event information in conference app
 - b. Update and execute pre-event communication to event attendees
 - c. Coordinate with external speakers brought in for large WMR events
 - d. Assist in planning certain events hosted at Watermark
- Event Hosting Support
 - a. Assist with check-in process for events hosted at Watermark
 - b. Assist in hosting certain events at Watermark
 - c. Host external speakers brought in for larger WMR events
 - d. Partner with event coordinator in overseeing volunteers for WMR events
- Administrative Support for WMR Senior Director and Operations Director
 - a. Assist with scheduling, calendar management, expense reports, and invoice submission
 - b. Book travel for WMR and church planting trips
 - c. Assist with research requests as needed
 - d. Other miscellaneous tasks, such as coordinating meals for meetings and other administrative tasks
- Team Administration
 - a. Participate in weekly team meetings & all staff-wide activities
 - b. Book team travel as needed
 - c. Assist in planning and hosting WMR team events and celebrations, such as annual retreat, lunches, etc.
 - d. Assist with miscellaneous tasks as needed, such as ordering supplies, scheduling meetings, etc.
- 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)
- A heart for serving the big-C Church and a passion for equipping other churches
- Detail-oriented & excels at prioritizing and anticipating future needs in a fast-paced environment
- Comfortable with technology, especially Microsoft Office products, with ability to learn other tools as needed
- Warm, hospitable, joyful demeanor, and a desire to host well
- Working knowledge of WMR ministries a plus (learn more at WatermarkResources.com)

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