Single Adults 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: Single Adults Assistant

DEPARTMENT: Single Adults

REPORTS TO: Single Adults Director

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Part Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for providing professional administrative support for the staff and coordinating all details for tasks and events, as well as updating and maintaining accurate information with the church calendar.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in secretarial and administrative tasks, computer literacy
- Excellent organizational skills and detail-oriented, event planning skills
- Proficient in customer service, pastoral heart

POSITION RESPONSIBILITIES:

1. Assist Gather Director and Women's Gather Director with ministry needs
    a. Attend and help the Gather team organize and lead Gather ministry events including Wednesday nights
    b. Responsible for familiarity with and adhering to ministry budget
    c. Manage external communications alongside lay lead team (social media, email newsletter, website maintenance, etc.)
    d. Manage room reservations and any necessary space on campus for ministry events.
    e. Responsible for assisting the team with ministry event planning and operations
    f. Coordinate Kids Midweek for events if applicable
    g. Order food for Gather Leader Meetings
    h. Create and maintain ministry event registrations
    i. Load Gather messages on website
    j. Serve as point of contact with Rock Team
    k. Manages volunteer application process
    l. Take phone calls and answer emails related to ministries
    m. Display a willingness to assist in pastoral care situations and leader interviews
2. Assist the Single Adults Director
    a. Responsible for familiarity with the Director's schedules and meetings
    b. Schedule meetings for Director
    c. Reserve rooms for meetings
3. General Office Duties
    a. Participate in and take notes for staff meetings
    b. Send correspondence for Director, as requested
    c. Prepare and turn in volunteer reimbursement forms
    d. Return all phone calls and emails in a timely fashion

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to church pastors and ministries
- Dependable, discreet, friendly, professional, and neat
- Highly organized
- Passion for ministries to single parent families and single adults