



# Young Adults Director of Operations 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:** Young Adults Director of Operations

**FLSA STATUS:** Exempt

**DEPARTMENT:** Young Adults

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Young Adults Director

**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 operational oversight of all aspects of the Young Adults ministry with a focus on strategic initiatives, large events, and stewarding ministry resources.

## ESSENTIAL SKILLS & EXPERIENCE:

- Five years of experience in ministry operations & administration, business, project management, or event planning
- Excellent in staff management, organizational communication, and implementation of strategy and new processes
- Proficient in the Microsoft Office Suite, budgeting, and project management
- Excels at problem solving and keeping large projects on track

## POSITION RESPONSIBILITIES:

1. Young Adults Ministry Strategy & Operations
  - a. Partners with the ministry directors on defining vision and strategic objectives
  - b. Oversees the execution of the ministry plan and evaluates performance
  - c. Leads the business of the ministry including budgeting, contracts, vendor relationships, and logistics
  - d. Creates and optimizes the processes, systems, tools and methods utilized by the ministry
  - e. Organizes, clarifies, and implements new initiatives for the staff and ministry
2. Tuesday Night Operations
  - a. Ensures excellence in all logistics related to The Porch on Tuesday nights
  - b. Serves as liason for internal ministry partners including Facilities, Safety and Medical, and Production
  - c. Serves as liason for external partners, vendors, speakers, and worship talent regarding operations
  - d. Assists with the pastoral leadership and care of young adults serving at or attending the Porch
3. Events & Significant Projects
  - a. Functions as event director and project manager for signature annual conferences (Launch Retreat)
  - b. Establishes budgets, task lists, and timelines; ensures staffwide and volunteer accountability
  - c. Coordinates with pastoral, creative, and volunteer leads on overall event direction and execution
4. Other Responsibilities
  - a. Remains flexible for other ministry tasks and needs
  - b. Contributes to and shapes the culture of the ministry

**DIRECT REPORTS:** Young Adults Operations Assistant, Young Adults Events Assistant – Part Time

## MARKERS OF AN IDEAL CANDIDATE:

- Excellent attention to detail and communication (written, 1-to-1, 1-to-many)
- Anticipates opportunities and obstacles in a fast-paced environment
- Mix of operational, pastoral, and relational gifts
- Passion for discipling and doing ministry through young adults