



Connecting & Community Operations Director

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: Connecting & Community Operations Director

FLSA STATUS: Non-exempt

DEPARTMENT: Connecting & Community

REQUIREMENTS: Full-time, in-office

REPORTS TO: Director of Connecting

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

POSITION SUMMARY: Responsible for operational efficiency within the Connecting and Community team, with an emphasis on project management including, but not limited to, internal/external team communication, current member and future member engagement, ongoing team initiatives, and day-to-day team operations.

POSITION RESPONSIBILITIES:

- Champion the vision, 10 markers, and elder-defined priorities of Watermark Community Church
- Oversee project management for the Connecting and Community team
- Develop Asana integration and provide consultation to team members
- Oversee internal and external communication
- Provide monthly new hire development
- Oversee the Community and Connecting Master Calendar
- Oversee the Membership Renewal process
- Partner with the Director of Connecting to oversee team direction and task management
- Oversee new team initiatives as determined by Connecting and Community Directional Team
- Create and offer solutions to execute and achieve the team's overall goals and vision
- Evaluate priorities and systems to ensure completion of plans
- Oversee the volunteer onboarding process for Connecting and Community
- Support the maintenance of Rock data integrity
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, 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)
- 5+ years experience in project management
- Working knowledge of managing and building project portfolios using Asana
- Strategic and detailed mindset
- Mission-driven and people-focused
- Excellent organization skills
- Strong interpersonal communication
- Critical thinker
- Ability to develop and maintain multiple data systems
- Flexibility and willingness to work after-hour events about five times each year