



# Community Formation 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:** Community Formation Assistant

**DEPARTMENT:** Community Team

**REPORTS TO:** Community Coordinator

**FLSA STATUS:** Non-Exempt

**TIME REQUIREMENTS:** Full-time; in-office

**CLASSIFICATION:** Ministerial Role

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

**POSITION SUMMARY:** Responsible for administratively supporting the Community Formation team in the forming and launching of new Community Groups.

## POSITION RESPONSIBILITIES:

- Monitor and maintain Community Formation communication
- Support execution of Community Formation events (approx. 15-20 Sunday's per year)
- Aid in Sunday event check-in, volunteer management, room set-up/break-down
- Administratively support the management and training of Community Formation volunteers
- Schedule interviews and volunteer meetings for formation directors
- Participate in in-person meetings, interviews, and training with volunteers as needed
- Provide Directional Team meetings support
- Form community groups and maintain records
- Manage event registration, attendee communication, and group placement
- Collaborate with other community assistants to serve individuals with unique community needs
- Partner with the Membership Team to guide prospective members through the membership process
- Own management of Community Group data
- Assist with monthly team budgeting
- Attend weekly staff meetings
- Operate as initial point of contact for individuals seeking community at Watermark
- Provide special project support for community coordinator and director of connecting
- 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)
- 1-2 years administration experience is preferred
- Excellent organizational and event planning skills
- Ability to manage, evaluate, and adjust detailed processes
- Strategic-thinker, initiator, and self-starter
- Warm, hospitable, and joyful
- Flexibility, adaptability, and patience (with people, progress, and process)
- Familiar with Microsoft Suite