



## Frisco Campus 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 is consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.*

**Job Title:** Frisco Campus Assistant

**Department:** Frisco Campus

**FLSA Status:** Non-Exempt

**Reports to:** Connecting & Community Director, Campus Coordinator, Campus Pastor

**Position Summary:** Responsible for administratively keeping our campus running. Responsibilities include administratively supporting connecting, community, lay-led ministries, Campus Pastor, and operations. Responsible for campus communications online, in print, and aspects of social media. This is a key position for our growing campus.

### Spiritual Gifts:

- Administration
- Serving
- Hospitality
- Communication

### Essential Skills & Experience:

- Two years of experience in administration is preferred
- Able to be energized by a mostly computer-based job with limited relational time
- Enjoys providing administrative support to many different ministries; enjoys being a behind-the-scenes leader
- Extremely detail-oriented and possesses organizational skills
- Passionate about providing direction and helping people get connected to Watermark
- Track record with diligence in following through on tasks and projects
- Excellent verbal communications skills with a wide range of people and personalities
- Excellent written communications skills; able to excel in details with grammar, editing, punctuation, etc.; social media experience is a plus
- Excellent computer skills and proficiency in Microsoft Office (esp. Outlook, Word, Excel)
- Self-starter, multi-tasker, able to prioritize, flexible attitude, detail-oriented, able to think like an owner who is always looking to improve

### Position Responsibilities:

#### Connecting & Community (55% of job)

##### Connecting

- Provide administrative support to new visitors at Watermark through First Impressions database entry, visitor letters, and general attendance tracking
- Provide administrative support to Discover Watermark & Membership Classes
  - Create events on the website, manage event promotion, manage handouts and books, communicate with leaders, assign verbal testimonies, follow-up via e-mail and phone with participants
  - Be present at events for check-in, room management, etc.
  - E-mail with people in the connecting process on status & questions
- Provide administrative support to Community Formation
  - Help form new groups, communicate with people about membership process status, manage community group Leader interviews, and send out new groups
  - Be present at events for check-in, room management, etc.
- Provide administrative support to Frontlines (greeting ministry)
  - Manage Frontlines e-mail inbox and onboarding new volunteers
  - Manage scheduling for Frontlines volunteers
  - Manage weekly attendance and sending updates to Captains for volunteer follow-up
- Rock/Data Entry





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- Manage the member database, populate reports, monitor serving & community tags
- Enter new members into the database
- Be a Rock (database system) champion for staff
- Keep all Rock sections up-to-date and hold staff accountable for their areas/provide support when needed
- Provide administrative support to our yearly 4B process

### Community

- Make Rock updates as community groups change
- Provide administrative support to the Community and Connecting Director (scheduling, expense reports)
- Coordinate and plan community and shepherds' events
- Respond to all community inquiries from campus ministries, First Impressions, website, etc.
- Scheduling group assessments and leader check-in's

### Campus/Office Administrative Support (35% of job)

- Execute on all communications needs for Frisco campus, including WM News (online/print), The Current (weekly e-mail), website information, and stage announcements
  - Ensure grammatical, punctuation, spelling, and branding accuracy
  - Make website edits, Facebook posts, and Facebook events
  - Create online events for all ministries and corresponding Rock registration
- Serve as midweek space receptionist who will: welcome visitors, manage pastoral phone calls, receive packages, manage office supplies inventory, and help keep office space looking visitor ready
- Organize and build a lay-lead administrative team that helps carry the administrative burden of new ministries, pastoral care ministries, Frontlines, equipping, students, etc.
  - Recruit, train, schedule, and give assignments to administrative volunteers
  - Maintain a running volunteer to-do list on behalf of the campus and ensure its' completion
- Administratively support lay-led ministries as assigned by Campus Coordinator
- Respond to general emails about Watermark on various ministry e-mail inboxes
- Schedule meetings and rooms in mid-week space
- Assist with planning team events (birthdays, celebrations, etc.)
- Manage staff online and physical calendar

### Pastoral Office (10% of job)

- Respond to e-mails sent to the pastoral office
- Provide administrative support to Campus Pastor (e-mails, expense reports, scheduling, projects)
- Special projects as assigned by Campus Pastor

### **Markers of an Ideal Candidate:**

- Extremely detail-oriented
- Able to prioritize and manage a large task list
- Energized by administrative/office tasks with limited relational time
- Passion for Communications
- Initiator
- Able to develop, implement and maintain administrative systems to serve the entire campus
- Passionate about administrative excellence as a way to minister to others
- Passionate about connecting people to the local church