



Join The Journey Volunteer & Equipping Events Administrator 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: Join the Journey Volunteer & Equipping Events Administrator

FLSA STATUS: Non-Exempt

DEPARTMENT: Equipping

TIME REQUIREMENTS: Full Time

REPORTS TO: Join the Journey Coordinator

CLASSIFICATION: Non-Ministerial Role

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

POSITION SUMMARY: You are passionate about God's people reading the Bible together and understanding what they read. This position is the relational glue that holds the Join the Journey volunteer team together, as we seek to lead our church in our pursuit of God through His Word. You are Join The Journey's relational expert, shepherd, recruiting captain, and a best friend to all. Additional team responsibilities include: assisting the Equipping Team in any and all events put on by the team such as Training Days, leader retreats, or men's & women's events.

ESSENTIAL SKILLS & EXPERIENCE:

- Proficient in Microsoft teams, Word, and Excel
- Excellent in professional communication, marketing, writing, and strategic thinking
- Pastoral & relational skills

POSITION RESPONSIBILITIES:

1. Join The Journey Writer, Editor, & Volunteer Recruitment
 - a. Annually assist JTJ Coordinator with the recruitment of 250 writers, 30 editors, 5 administrative volunteers, a summer intern, and 4 volunteer teams
 - b. Develop a lead team in tandem with JTJ Coordinator
2. Join The Journey Editor & Writer Training
 - a. Collaborate with the JTJ Assistant to host Writer & Editor training meetings
 - i. Create annual printpiece & handouts
 - b. Collaborate with the JTJ Coordinator to create improved training materials for writers & podcast guests
3. Join The Journey Volunteer Support
 - a. Connect with ministry partners to highlight the work of ministry participants
 - b. Thank you's & follow-ups for podcast guests; in coordination with JTJ Ministry Assistant
 - c. Personally meet with each editor 2x/year (meet with opposite gender in groups)
 - d. Handwritten thank you notes to volunteers who participate in promotional activities
 - e. Host bi-monthly prayer gathering meetings, seasonal volunteer trainings, & miscellaneous event coordination
4. Administratively Support Equipping Team Events
 - a. Preparation and execution of Equipping Team Events, as needed
5. Join The Journey Team & Events Support
 - a. Periodically support podcast episode recordings, as needed
 - b. Assist with creation of journal content and deployment of volunteer writers

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Strong ability to initiate, anticipate, and take initiative
- Strategic and organized thinker who enjoys serving behind the scenes
- High relational competency, administrative capacity, flexible, joyful, and adaptable
- Excellent written & oral communication skills