



# Young Adults Operations 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:** Young Adults Operations Assistant

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Young Adults

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Young Adults Director of Operations

**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 providing operational and event planning support for the Young Adults team.

## ESSENTIAL SKILLS & EXPERIENCE:

- Two years of experience in business, project management, or event planning preferred
- Excellent in organization and communication
- Proficient in the Microsoft Office Suite
- High verbal and written communication skills
- Excels at problem solving and keeping large projects on track

## POSITION RESPONSIBILITIES:

1. Young Adults Ministry Operations
  - a. Processing invoices and expense reports for the ministry
  - b. Assisting in the creation and tracking of the ministry budget
  - c. Maintaining relationships with significant vendors and partners of the ministry
2. Young Adults Ministry General Support
  - a. Assisting the young adults staff with meeting agendas, preparation, and notes
  - b. Communicating with other staff teams (Arts, External Focus, etc.)
  - c. Providing logistical and operational support to new ministry initiatives and special projects
  - d. Maintaining the organization of the Young Adults storage, general supplies, and key ministry items
  - e. Serving the team through coordinating meals, ordering supplies, printing materials, and other tasks
3. Event Planning
  - a. Providing input on vision, strategy, and creative direction of key events
  - b. Planning and executing logistics for events such as Launch, Porch Christmas Concert, and CLC
  - c. Coordinating with internal and external stakeholders on all event details
  - d. Tracking event preparation checklists and budgets
  - e. Leading teams of volunteers in planning and executing events
4. Other Responsibilities
  - a. Responding to email inboxes for the ministry and ministry events
  - b. Coordinating Young Adults team events such as retreats
  - c. Shaping and contributing to staff and volunteer team cultures
  - d. Other tasks and ministry needs as assigned

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Administrative, detail-oriented, and well organized
- Works well alone, but able to communicate and interact across a variety of teams and tasks
- Strong sense of initiative, ownership, and follow-through
- Ability to manage multiple tasks, projects, and deadlines in a fast-paced environment
- Professional, dependable, and joyful demeanor