



Single Adults 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: Single Adults Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Single Adults

REPORTS TO: Single Adults Director

POSITION SUMMARY: Responsible for providing professional administrative support for the staff and coordinating all details for tasks and events, as well as updating and maintaining accurate information with the church calendar.

SPIRITUAL GIFTS: Mercy, Administration, Serving

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in secretarial and administrative tasks, computer literacy
- Excellent organizational skills and detail oriented, event planning skills
- Proficient in customer service, pastoral heart

POSITION RESPONSIBILITIES:

- 1. Assist Single Adult Director(s) and Coordinator(s) with Gather and Oasis Ministry needs**
 - Responsible for familiarity with and adhering to ministry budget
 - Responsible for ministry deposits and expense reports
 - Manage external communications (Watermark News ads, website maintenance, etc.)
 - Reserve rooms/any necessary space on campus
 - Serve as point of contact with Arts and Communications teams for promotional and design needs
 - Organize Oasis events (Retreat, Back to School Bash, etc.)
 - Responsible for leading Relay, the kid's ministry for Oasis.
 - Recruit and develop leadership team alongside Oasis Director
 - Serve as point of contact with Rock Team
 - Coordinate Training Ground for events, if needed
 - Take phone calls and answer emails related to ministries
 - Display a willingness to assist in pastoral care situations and leader interviews
- 2. Assist Single Adult Director(s)**
 - Responsible for familiarity with Director's schedules and meetings
 - Complete and submit monthly expense reports
 - Schedule meetings for Director
 - Reserve rooms for meetings
- 3. Assist Watermark Institute**
 - Responsible for communicating with and scheduling Watermark Institute interviews
 - Aid Watermark Institute Coordinator in miscellaneous events such as Welcome Week and Year End Celebration
- 4. General Office Duties**
 - Cover Reception one time a month during lunch
 - Participate in and take notes for staff meetings
 - Send correspondence for Directors, as requested
 - Prepare and turn in personal expense report and volunteer reimbursement forms
 - Return all phone calls and emails in a timely fashion

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to church pastors and ministries
- Dependable, discreet, friendly, professional, and neat
- Highly organized
- Passion for ministries to single parents and single adults