



Students Events 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: Students Events Assistant

DEPARTMENT: Students

REPORTS TO: Students Director

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for assisting Students Directors in preparing and executing all ministry events, retreats, and trips.

SPIRITUAL GIFTS: Administration, serving, discernment

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in administrative tasks, multi-tasking, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, and thorough
- Proficiency, experience, and/or competency in Microsoft Excel and other computer applications

POSITION RESPONSIBILITIES:

1. Provide administrative leadership and support for Middle School, High School, and College events, retreats, and trips
 - a. DTown (winter retreat for students in grades 6-12)
 - b. Camp Barnabas (summer serve for high school students)
 - c. High School Mission Trips (summer)
 - d. Dallas Experience (summer local mission trip for middle school students)
 - e. Students Retreat (fall retreat for students in grades 6-12))
 - f. Cross Conference (winter equipping conference for 18-22 year olds)
 - g. College Barn Dance (fall)
 - h. College Mission Trip (summer)
2. Provide hospitality support at Small Group Leader Training Dinners (3x a semester)
3. Coordinate student and leader registration and payments (Rock and Excel)
4. Oversee participant and parent communication for events, retreats & trips
5. Oversee waivers, group placements, health and safety considerations
6. Coordinate contracts with venues, transportation, and vendors
7. Oversee Master Calendar submissions and changes with Students Directors & Students Assistant
8. Attend & provide leadership and problem solving at events, retreats & trips
9. Contribute to staff meetings, Institute shepherding, new leader interviews, team building, etc.
10. Participate in general Watermark staff required activities (Center reporting, front desk duty, meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to directors and managing multiple organizational tasks
- Pleasant disposition, high-capacity, dependable, flexible, and servant-hearted
- Clear understanding of the importance of administration in the overall mission of Watermark Students