



# Executive Assistant to Dave Bruskas & Delissa Villa

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:** Executive Assistant to Dave Bruskas & Delissa Villa

**FLSA STATUS:** Non-exempt

**DEPARTMENT:** Pastoral Office

**TIME REQUIREMENTS:** Full-time; in-office

**REPORTS TO:** Executive Assistant to Timonty Ateek & David Penuel

**CLASSIFICATION:** Non-ministerial

**VISION:** Abiding in Jesus, we are making disciples together

**POSITION SUMMARY:** Responsible for providing administrative support for the Executive Director of Discipleship and the Executive Director of Missions and Outreach (80%). Responsible for providing administrative support for Executive Team meetings and events, plus church-wide and staff-wide events hosted by the Pastoral Office (20%).

## POSITION RESPONSIBILITIES:

- Provide administrative support for the Executive Director of Discipleship and the Executive Director of Missions and Outreach
  - Manage calendars, inboxes, expense reports, etc.
  - Coordinate meetings, room reservations, note-taking, and follow-up
  - Assist on-site as needed at ministries, events, retreats, speaking engagements
  - Prepare agendas, reports, presentations, requested research, and other materials for meetings
  - Communicate professionally with staff, church members, lay leaders, and external inquiries
  - Monitor deadlines and deliverables for projects and high-priority work
  - Identify and implement systems to improve organization and efficiency
- Provide administrative and hospitality support to the Executive team for meetings and events, including room reservations, setting up snacks and drinks, ordering meals, and cleanup.
- Assist in the planning, coordinating, and executing of all church-wide and staff-wide events hosted by the Pastoral Office, including Nights of Prayer and Worship, ad-hoc conferences, Staff Retreat, Staff Day of Prayer and Worship, Staff Prayer treats, Staff Play Day, Staff Development Day, Staff Christmas Party, etc.
  - Coordinate planning meetings and take notes. Follow up regarding action items
  - Coordinate with vendors and other suppliers
  - Provide support for food service, decorations, communication, etc.
  - Co-manage the budget for staff events
- Co-manage [staffprayer@watermark.org](mailto:staffprayer@watermark.org) inbox, Staff Prayer announcement requests, and Staff Prayer agenda
- Serve as an interviewer and evaluator of other administrative assistants, as needed and as capacity allows
- Monitor the health of the staff and identify opportunities for executive leaders to foster a healthy and excellent working environment and staff culture
- Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, CLC, other “all hands-on deck” events, etc.)

## MARKERS OF AN IDEAL CANDIDATE:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Ability to anticipate the needs of others. Seeks to make things easy and simple for others
- Experience in administration, project management, event planning, and hospitality
- Proficient in communication, time management, and organizational skills
- Exemplary Christ-follower, initiative taker, problem solver, works well with autonomy, organized, attentive to details, flexible, professional, hospitable, able to maintain strict confidentiality

*All employees' job descriptions are subject to change from time to time at the sole discretion of management.*