# Re:generation Assistant

*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 consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.*

**JOB TITLE:** Re:generation Assistant

**DEPARTMENT:** Re:generation

**REPORTS TO:** Re:generation Director

**FLSA STATUS:** Non-Exempt

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

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

**POSITION SUMMARY:** Responsible for administrative support for the Re:generation Director and overall ministry

**POSITION RESPONSIBILITIES:**

- Administrative support for Re:generation Director
  - Manage calendars, meetings, expense reports, etc.
  - Prepare agendas, reports, presentations, and other materials for meetings
  - Assist with preparing the annual Re:generation Team budget and strategic planning process
  - Communicate professionally with staff, members, lay leaders, and external inquiries
- Administrative support for the Re:generation team
  - Provides admin support for team meetings, room reservations, note-taking, and follow-up
  - Schedule and plan Re:generation Team retreats and other team-building events
  - Support new leader applications, reference checks, interviews, placements, etc.
  - Maintain the organization of the Re:generation storage, general supplies (books, etc.), and ministry items
  - Manage general email inboxes and social media for the Re:generation Team
  - Manage invoices and payments for merchandise, curriculum, caterers, etc.
- Administrative support for Re:generation on Monday nights
  - Coordinate collaborative support needed from other teams including Master Calendar, Facilities, Communications, IT, Kids Midweek, and Production
  - Communicate in a consistent, clear, and timely manner with lay leaders
  - Support leader meetings with meals, agendas, name tags, etc.
  - Coordinate the Welcome Center signage, print materials, merch, books, etc.
  - Coordinate volunteers with parking, greeting, etc.
- Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

**QUALIFICATIONS:**

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Exemplary Christ-follower, initiative taker, problem solver, organized, attentive to details, flexible, professional, hospitable, able to maintain strict confidentiality
- Exceptional administrative and organizational skills, with the ability to manage competing priorities, maintain attention to detail, and coordinate complex responsibilities with excellence and follow-through.
- Proactive, discerning problem-solver who anticipates needs, thinks ahead, exercises sound judgment in sensitive or complex care situations, and takes initiative to ensure appropriate coordination and follow-through.