



Community 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: Community Assistant

DEPARTMENT: Community

REPORTS TO: Senior Director of Community

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together

POSITION SUMMARY: Responsible for administrative support for the Senior Director of Community, the Community Team, Community engagement tasks, the East Tower 3rd floor space, and the Charis ministry.

POSITION RESPONSIBILITIES:

- Administrative Support for the Senior Director of Community
 - a. Manage calendars, meetings, communication, expense reports, etc.
 - b. Support meetings by preparing agendas/materials, taking notes, and tracking follow-up/action items
 - c. Assist with preparing the annual Community Team budget and strategic planning process
- Administrative Support for the Community Team
 - a. Manage the general Community Team inbox
 - b. Manage calendar invites and communication for team-wide meetings, events, and retreats
 - c. Collaborate with the Senior Director of Community to support and host team-wide meetings, events, and retreats
 - d. Manage the East Tower 3rd floor by overseeing room reservations and coordination with security, facilities, maintenance, and other teams utilizing the space. Manage storage, ensuring necessities are stocked and well-organized. Manage the maintenance of furniture and décor, ensuring excellent hospitality
- Administrative Support for Charis
 - a. Manage the charis@watermark.org inbox, serving as the main point of contact for inquiries about Charis
 - b. Keep records of every step of the Charis process, from applications to approvals to distributions
 - c. Assist Community Directors as they guide members through the Charis process
 - d. Collaborate with the Finance Team to process all Charis distributions
- General
 - a. Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Demonstrated proficiency in communication, organization, and time management skills
- 3+ years of professional work experience is preferred
- Proficiency in Office Suite
- Excels at prioritizing tasks and anticipating future needs
- Excellent collaborator who also works well with autonomy
- Exemplary Christ-follower, initiative-taker, problem-solver, 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.