



The Porch 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: The Porch Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: The Porch

REPORTS TO: The Porch Director of Operations

POSITION SUMMARY: Responsible for providing administrative, operational, and event planning support for the Young Adults team. Key areas of support include maintaining calendars and agendas, communicating internally/externally, coordinating significant events, and assisting YA/Porch operations.

SPIRITUAL GIFTS: Administration, Serving, Discernment

ESSENTIAL SKILLS & EXPERIENCE:

- Two years of experience in administration preferred
- Excellent in organization and communication
- Proficient in the Microsoft Office Suite

POSITION RESPONSIBILITIES:

1. Young Adults Team Administrative Support
 - a. Calendar managing and booking rooms for meetings
 - b. Assisting the Director of Operations with meeting agendas, preparation, and notes
 - c. Communicating with other teams (Arts, External Focus, etc.) and external partners (vendors, ministries)
 - d. Serving the team through coordinating meals, ordering supplies, printing materials, and other errands
 - e. Maintaining the organization of the Young Adults storage, general supplies, and key ministry items
2. Young Adults/Porch Operations
 - a. Managing and ordering Porch merchandise inventory
 - b. Processing invoices and expense reports for the ministry
 - c. Providing feedback on Porch messages and other Young Adults events
3. Event Planning
 - a. Providing input on vision, strategy, and creative direction of key events
 - b. Planning and executing logistics for events such as Awaken, Launch, Porch Christmas Concert, and CLC
 - c. Coordinating with internal and external stakeholders on all event details
4. Other Responsibilities
 - a. Coordinating Young Adults team events such as retreats and lunches
 - b. Shaping and contributing to staff and volunteer team cultures
 - c. Responding to other tasks and ministry needs as assigned
 - d. Cover Reception one time a month during lunch

MARKERS OF AN IDEAL CANDIDATE:

- Administrative, detail-oriented, and well organized
- Works well alone, but able to communicate and interact across a variety of teams and tasks
- Strong sense of initiative, ownership, and follow-through
- Ability to manage multiple tasks, projects, and deadlines in a fast-paced environment