



# Kid's Midweek Administrative 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:** Kid's Midweek Administrative Assistant

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Kids

**REPORTS TO:** Director of Kid's Midweek Ministry

**POSITION SUMMARY:** Responsible for assisting in all aspects of Kid's Midweek Team including managing and optimizing daily, weekly, and monthly tasks. Responsibilities include general office administration, ordering supplies, registration, event set up, expense reports, and other special projects.

#### **SPIRITUAL GIFTS:**

- Administration
- Service
- Hospitality

#### **ESSENTIAL SKILLS & EXPERIENCE:**

- Two to three years of experience in administration preferred
- Seasoned experience in project management and payroll
- Excellent organizational skills and high verbal and written communication skills
- Proficiency in Microsoft Office and database programs
- Excels at prioritizing well and anticipating future needs
- Enjoys serving, hosting, and engaging with others
- Track record with diligence in following through on tasks and projects

#### **POSITION RESPONSIBILITIES:**

- Assist Director with updates to Kid's Midweek Ministry operations and systems.
- Be knowledgeable and able to offer high level assistance with the various software midweek team utilizes.
- Complete administration tasks throughout the week.
  - Maintain a working knowledge of all features of Rock database.
    - High Level maintenance of data integrity for Kid's Midweek Ministry.
  - Maintain a working knowledge of all features of Microsoft Teams.
  - Manage the initial application process for midweek prospective employees and volunteers.
  - Communicate clearly and in a timely manner with midweek team (high level internal communication).
  - Maintain current and accurate registration for all ministry events.
  - Complete verification of event paperwork in order to ensure payroll process is accurate.
  - Execute a weekly facility check and note any potential issues in midweek area.
- Team Lead for at least one ministry event a week.
  - *Be alert to logistical and inter-personal issues and able to make a critical decision regarding the resolution of any problems.*
  - Engage in conflict resolution with staff, parents, and children.

#### **MARKERS OF AN IDEAL CANDIDATE:**

- Warm, hospitable, and joyful in demeanor
- High capacity
- Flexible and adaptable
- Works well with autonomy
- Open to direct feedback