



Young Adults 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: Young Adults Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Young Adults

TIME REQUIREMENTS: Full Time

REPORTS TO: Young Adults Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for providing professional administrative assistance to the YA Director & YA Director of Operations and supporting the Young Adults ministry. Key areas of assistance includes emails, calendars, expenses, agendas, and notes.

ESSENTIAL SKILLS & EXPERIENCE:

- Two years of experience in professional administrative assistance preferred
- Excellent in organization and communication
- Proficient in the Microsoft Office Suite
- High verbal and written communication skills
- Excels at prioritizing well and anticipating future needs

POSITION RESPONSIBILITIES:

1. Professionally Assisting the Young Adults Director & Director of Operations
 - a. Managing directors' email inboxes and schedules
 - b. Receiving and managing correspondence including email, mail, and phone calls
 - c. Completing administrative tasks including expense reports, taking and sharing notes, coordinating meals/supplies orders, etc.
2. Young Adults Ministry General Support
 - a. Managing general email inboxes for the Young Adults ministry
 - b. Coordinating teaching calendar and logistics for internal/outside speakers
 - c. Assisting with research, notes, illustrations, and production of sermons and other communications
 - d. Coordinating team meals and celebrations for birthdays and other life events
 - e. Maintaining the organization of the Young Adults storage, general supplies, and key ministry items
 - f. Creating a warm and hospitable environment for staff, guests, and partners of the ministry
3. Other Responsibilities
 - a. Serving as the liaison for the young adults ministry with other staff teams and external partners
 - b. Providing feedback on sermons, events, and other initiatives of the ministry
 - c. Working with teams of ministry volunteers
 - d. Coordinating ministry merchandise
 - e. Planning and executing events related to the ministry
4. Remaining available and flexible to assist the ministry in whatever capacity needed

DIRECT REPORTS: N/A

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 discernment and ability to stand-in for ministry directors
- Ability to manage multiple emails, calendars, and other tasks in a fast-paced environment
- Warm, hospitable, and joyful demeanor