



Safety & Security Assistant – Part-Time 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: Safety & Security Assistant – Part-Time

FLSA STATUS: Non-Exempt

DEPARTMENT: Safety & Security - Operations

TIME REQUIREMENTS: Part-time; in-office

REPORTS TO: Safety & Security Director

CLASSIFICATION: Non-Ministerial Role

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

POSITION SUMMARY: Responsible for supporting the Safety and Security team with administrative tasks.

POSITION RESPONSIBILITIES:

- Administration
 - a. Assist with processing receipts, invoices, and other budget related documentation
 - b. Track and ensure security work orders are followed through to completion
 - c. Support security video review requests
- Communication
 - a. Monitor and respond to emails in the general Safety and Security inboxes
 - b. Send routine communications (schedule notices, meeting invites, paperwork requests)
 - c. Review and revise documentation to reflect brand guidelines
- Scheduling
 - a. Aid director by scheduling meetings and maintaining personal and team calendars
 - b. Collaborate with the Event and Master Calendar teams regarding Safety and Security needs
 - c. Schedule and track shifts for volunteers and contractors
- Volunteers
 - a. Assist with interviews and onboarding of prospective volunteers
 - b. Own the background check and safety training systems and workflow
 - c. Participate in the planning and hosting of Safety and Security Team trainings and events
 - d. Maintain an orderly system of training and certification documentation

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)
- Experience in administrative task, balancing multiple initiatives, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, diligent, and thorough
- Proficiency in Microsoft Office and task management software
- Passion for providing administrative support to other staff members
- Enjoys streamlining processes and creating new solutions to administrative problems
- Pleasant disposition, servant-hearted, dependable, and flexible
- Possess a high degree of integrity and the ability to protect confidential information

All employees' job descriptions are subject to change from time to time at the sole discretion of management.