



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

FLSA STATUS: Non-Exempt

DEPARTMENT: Community

TIME REQUIREMENTS: Full Time

REPORTS TO: Community Coordinator

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 ongoing administrative support within the Dallas Community Team, including efficiently maintaining data/records, ensuring a high level of care for community group members who reach out, assisting with Dallas Community Team events, and remaining mission-driven and people-focused. Provides administrative support for Community Directors with meeting scheduling and Community Group record maintenance.

ESSENTIAL SKILLS & EXPERIENCE:

- 1-2 years professional experience preferred
- Strong verbal and written communication
- Proficiency in Office Suite
- Proven organizational skills
- Ability to activate quickly and efficiently

POSITION RESPONSIBILITIES:

1. General Community Team
 - a. Input documentation of assessments, meetings, and group information updates into database
 - b. First point of contact for Community Team questions/inquiries via phone and email
 - c. Maintain general office supply/book orders for Community Team
 - d. Support with onboarding process and training of Community Team new hires
 - e. Oversee Community Leadership Team's bi-monthly meeting prep
 - f. Community Leadership Team support
 - g. Co-owner of recording meeting notes
 - h. Assist Community Team in the implementation of new/ongoing initiatives
 - i. Co-owner of Community special projects (as needed)
2. Community Team Director Assistant
 - a. Schedule/coordinate meetings and group assessments for Community Directors
 - b. Direct support for Single and Married Community Directors/Coordinator
 - c. General office support
 - d. Assist in planning of Community Team ministry events
 - e. Manage team inbox and expense reports/budgeting

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Self-starter/problem-solver
- High attention to detail
- Ability to anticipate needs
- Flexible, adaptable, and teachable
- Hospitable/joyful demeanor
- Enjoys serving behind the scenes

ADDITIONAL NOTES:

- Must be able to work occasional Sunday events
- Flexibility to host occasional morning/evening meetings
- Ability to serve at “all hands-on deck” events: Christmas Eve, Easter, CLC, etc. is required