



Production 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: Production Administrative Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Production

TIME REQUIREMENTS: Full Time

REPORTS TO: Production Coordinator, Auditorium

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 supporting the production staff with administrative tasks.

ESSENTIAL SKILLS & EXPERIENCE:

- Commitment to the mission and core values of Watermark Community Church
- Experience in administrative tasks, multi-tasking, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, and thorough
- Proficiency in Microsoft Office and task management software, especially Microsoft Excel

POSITION RESPONSIBILITIES:

1. Manage scheduling and communication for Auditorium events using Planning Center Online
 - a. Schedule Production team staff, contractors, and volunteers
 - b. Schedule Sunday hosts, Elders, or others leading pastoral moments
2. Maintain a roster of Production Team volunteers and where they serve
3. Manage meals for Sunday Auditorium teams, Wake teams, and campus-wide event teams
4. Manage scheduling and take the minutes for pre-production meetings leading up to major events like Easter, CLC, Christmas Eve, and other conferences
5. Manage calendars for Production Team Directors and the Production Coordinator, Auditorium
6. Manage facility reservations and food orders for Production Team meetings as needed
 - a. Take the minutes for Production Team meetings, as needed
7. Assist in managing the Production Team budget
 - a. Manage subscriptions and licenses
 - b. Submit invoices and contractor payments
8. Serve as the primary contact for general Production Team inquiries received through email, phone, and web communication channels
9. Manage general office administration for the Production Team
10. General Watermark staff required activities (Expense reporting, front desk duty, meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to directors and managing multiple organizational tasks
- Eager to streamline processes and create new solutions to administrative problems on our team
- Pleasant disposition, high-capacity, dependable, flexible, and servant-hearted
- Clear understanding of the importance of administration in the overall mission of the Production Team