



# Executive Administrative Assistant Overview

Qualifications for employment with Watermark CDC 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 Community Church or willing to become one.

**JOB TITLE:** Executive Administrative Assistant

**FLSA STATUS:** Exempt

**ORGANIZATION:** Watermark CDC

**REPORTS TO:** Executive Director

**POSITION SUMMARY:** Watermark CDC's vision is to "Transform the Economic Welfare of Our Community". Provide professional administrative support for Watermark Community Development Corporation to move the mission forward.

## **SPIRITUAL GIFTS:**

- Administration / Project Management
- Hospitality
- Service
- Wisdom

## **ESSENTIAL SKILLS & EXPERIENCE:**

- One to three years of experience in administration is preferred
- Seasoned experience in project management, event planning, and managing and maintaining multiple calendars, schedules, and processes
- Excellent organizational skills in an entrepreneurial work environment
- Track record with diligence in following through on tasks and projects
- Strong verbal and written communication skills
- Enjoys serving, hosting, and engaging with others
- Excels at prioritizing well and anticipating future needs
- Proficiency with key computer software programs (Microsoft Office, etc.) and openness to training on a variety of additional applications

## **POSITION RESPONSIBILITIES:**

- Supporting the Executive Director in providing excellence with organizational and operational effectiveness
- 1. Administration
  - Coordinating and scheduling meetings, commitments, etc. of organizational needs
  - Developing agendas, attending meetings, keeping minutes & action steps from meetings, ordering refreshments, and catering as needed
  - Serving as initial point of contact for phone calls, emails, etc., and ensuring routing to correct team member for response and timely follow-up
- 2. Operations
  - Team Engagement & Care – Serving as the lead of staff team care and celebration; planning team events and functions; tracking all team engagement and reporting out to the team for organizational health
  - HR, Finances, Data – Working with Executive Director and Operations Coordinator to ensure an excellent process internally & externally through partners and organize all monthly documentation
  - Event Execution – Collaborating with all team members to ensure excellent and effective events
- 3. Volunteer Care & Coordination
  - Supporting the operations and communications teams in recruiting new volunteers and caring for existing volunteers; working with coordinators as initial point of contact for prospective volunteers

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

- Has a deep love for Jesus and the local church
- Passion for supporting Kingdom work through economic development in our city
- High capacity, gritty leader who is warm, hospitable, and joyful in demeanor
- Flexible and adaptable in an entrepreneurial work environment
- Humble, courageous, and open to direct feedback
- High attention to detail while being an autonomous self-starter, yet also a team-player