



# re|engage 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:** re|engage Assistant

**DEPARTMENT:** re|engage

**REPORTS TO:** re|engage Director

**FLSA STATUS:** Non-Exempt

**TIME REQUIREMENTS:** Full Time

**CLASSIFICATION:** Non-Ministerial Role

**MISSION OF WATERMARK COMMUNITY CHURCH:** To call all people to be fully devoted followers of Christ.

**POSITION SUMMARY:** Responsible for providing professional administrative support, managing and optimizing the daily, weekly, and monthly schedule and calendars for the ministry of re|engage, it's staff, and ministry team members. This position would also field the majority of all inter-office and inter-team correspondence. Responsibilities include general office administration, distributing weekly meeting agendas, completion and submission of expense reports, and scheduling of volunteer leaders.

## ESSENTIAL SKILLS & EXPERIENCE:

- Experience in Microsoft Teams
- Excellent organizational skills
- Proficient in the ability to complete administrative tasks effectively and timely
- High verbal and written communication skills
- Excellent at prioritizing well and anticipating future needs

## POSITION RESPONSIBILITIES:

1. Administer the weekly ministry of re|engage
  - a. Assisting re|engage Directors
  - b. Present on Wednesday night, plus coordination of various aspects related to the program logistics
  - c. Food and drinks (at 5:30 PM leader's meeting)
  - d. Set-up rooms for leader's meeting and large group meeting
  - e. Prep materials (for all small groups and facilitators)
  - f. Be on-call for last-minute needs of the facilitators, participants, and directors, and for any unpredictable facility or program issues
  - g. Be on-call for any kids ministry issues with children of participants
  - h. Coordinate worship leaders to cover each week's large meeting
  - i. Coordinate speaker prep and give audio testimonies to Media Coordinator to post online
2. Volunteer recruitment for all service opportunities within re|engage (frontlines, media, greeters, hosting)
3. Rock Database responsibilities including tags, data maintenance, newcomers and open groups, transitions of groups out of re|engage, etc.
4. Educate men and women who contact Watermark about re|engage
5. Initial contact with men and women who contact Watermark and are struggling in their marriage, and determining the best next steps for them
6. Coordinate training or fellowship events for Watermark re|engage facilitators and volunteers, including communication and venue
7. Coordinate communication with facilitator couples about program, events, and training
8. Assist re|engage Directors in re|engage group placement
9. Attendance at weekly marriage team meeting and involvement in all marriage team-wide activities
10. Involvement in all other staff-wide activities

**DIRECT REPORTS:** N/A

**MARKERS OF AN IDEAL CANDIDATE:**

- High attention to detail
- Self-starter
- Enjoy serving behind the scenes
- Strategic
- Flexible, Adaptable, and Interruptable
- Warm, Hospitable, and Joyful