



Connecting 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: Connecting Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Connecting

TIME REQUIREMENTS: Full-time; in-person

REPORTS TO: Connecting Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for administrative support for the Connecting Director and the Connecting Team.

POSITION RESPONSIBILITIES:

- Connecting Director
 - a. Assist with calendar management and scheduling
 - b. Assist in preparing meeting agendas, notes, and action-item tracking
 - c. Complete expense reports
 - d. Assist with managing email correspondence
 - e. Lead in execution of team events with vision given by Director
 - f. Project management support as needed
- Connecting Team
 - a. Maintain and respond to up to five team inboxes within 24-48 hrs of first point of contact
 - b. Track key deliverables and deadlines across sub-teams and follow up as needed
 - c. Maintain master calendars, timelines, budgets, and planning documents for Connecting Team
 - d. Serve as the first point of contact for anyone looking to connect with Watermark
 - e. Create and maintain systems to help streamline process management for the team
 - f. Manage room reservations for the team
- Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

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)
- Three years of experience in administration is preferred
- Demonstrated experience supporting multi-team environments
- Strong project coordination skills
- Excels at prioritizing well and anticipating future needs
- Track record with diligence in following through on tasks and projects
- High attention to detail in tracking budgets, timelines, and reporting
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Enjoys serving behind the scenes

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