



# Watermark en Español 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:** Watermark en Español Assistant

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** External Focus

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Director of Watermark en Español

**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 providing professional administrative support to the ministry directors and supporting the Watermark en Español ministry. Key areas of assistance include calendar management, scheduling, event planning and execution, supply ordering, payment processing, and project execution.

## ESSENTIAL SKILLS & EXPERIENCE:

- Bilingual in Spanish and English
- Two years of experience in administration is preferred
- Experience in Microsoft Office, Teams, and Outlook
- Excellent administrative, organizational, and prioritization skills
- High verbal and written communication skills
- Able to anticipate needs

## POSITION RESPONSIBILITIES:

1. Assist the Director of Watermark en Español and Watermark en Español Operations Director
  - a. Manage calendars, schedule meetings, and keep directors on-schedule
  - b. Anticipate needs for upcoming meetings including taking and sharing notes, coordinate meals, supply orders, etc.
  - c. Assist Watermark en Español Operations Director with annual budget and strategic planning process
2. Assist Watermark en Español Lay Leadership Teams
  - a. Provide assistance for lay leadership teams to promote the success of the ministry, including ordering materials, scheduling, recruiting, and communicating with lay leaders and volunteers
  - b. Operate as the primary point of contact for lay leadership team needs and volunteers
  - c. Delegate as much ministry as possible to lay leaders by empowering them to do the work of the ministry
3. Watermark en Español Ministry General Support
  - a. Managing general email inboxes, text messages, phone calls for the Watermark en Español ministry
  - b. Coordinate team meals and celebrations for birthday and other life events
  - c. Maintaining the organization of the Watermark en Español team storage, general supplies, and key ministry items
  - d. Creating a warm and hospitable environment for staff, guests, and partners of the ministry
4. Other responsibilities
  - a. Serve as the liaison for the Watermark en Español team with other staff teams and external partners
  - b. Planning and executing events related to the ministry
  - c. Coordinate membership process for Spanish speakers
  - d. Coordinate community formation process for Spanish speakers
5. Remaining available and flexible to assist the ministry in whatever capacity needed

**DIRECT REPORTS:** N/A

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

- Passion for outreach to the Spanish-speaking community
- Administrative, detailed-oriented, and well organized
- Works well alone, but able to communicate and interact across a variety of teams and tasks
- Strong sense of discernment and ability to stand-in for ministry directors
- Ability to handle multiple emails, calendars, and other tasks in a fast-paced environment
- Warm, hospitable, and joyful in demeanor