



Newly Married and Community 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: Newly Married and Community Assistant

DEPARTMENT: Community

REPORTS TO: Director of Newly Married Ministries

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for providing member support through community group engagement including providing ongoing administrative assistance to the Newly Married Team and managing of current member community group connections.

POSITION RESPONSIBILITIES:

- Administration
 - a. Support new and ongoing Community initiatives
 - b. Maintain monthly budget tracking system and expense reporting
 - c. Assist with Community specific events, including catering, equipping events, and daily operations, etc.
 - d. Aid in planning and hosting marriage, family, and community ministry conferences (UNCMN)
 - e. Own Foundation ministry and personal email inbox
 - f. Co-own data integrity
- Newly Married Ministry
 - a. Serve as initial point of contact for the Newly Married Ministry inquiries
 - b. Partner with Director of Newly Married Ministries to organize and launch Newly Married Groups
 - c. Maintain master calendar of events and Newly Married Ministry website
 - d. Coordinate Newly Married Group events, including Kickoff and enrichment events
 - e. Manage schedule and calendar for Director of Newly Married Ministry
 - f. Provide administrative support for group assessments for all Newly Married Groups
 - g. Recruit, manage, and oversee and manage event volunteers
 - h. Support Marriage Ministry leader equipping events
- Community Group & Member Engagement
 - a. Daily member tracking/follow-up
 - i. Provide member care and next steps via email and phone calls
 - ii. Work with Community Directors to connect members with existing community
 - b. Partner with Community Formation Team to support community funnel (connecting opportunities)
 - c. Director dashboard owner (data system)
 - d. Oversee member exit interview redirection to Connecting Team
 - e. Owner of member engagement data tracking/reporting
- 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)
- 3+ years of professional work experience s preferred
- Excellent organizational skills
- High verbal and written communication skills
- Strong verbal and written communication
- Proficiency in Office Suite
- Excels at prioritizing tasks and anticipating future needs
- Proven ability to provide biblical pastoral care
- Must be able to work Sunday events (approx. 8x yearly)
- Flexibility to host evening/morning meetings (approx. 2x monthly)

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