



Community Operations Director 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: Community Operations Director

DEPARTMENT: Community

REPORTS TO: Senior Director of Community

FLSA STATUS: Non-exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Ministerial

VISION STATEMENT: Abiding in Jesus, we're making disciples together

POSITION SUMMARY: Responsible for overseeing the operations of the community team and helping strategize, organize, and implement the vision and 10 Markers into community groups

POSITION RESPONSIBILITIES:

- Develop and oversee the operational strategies and systems for integrating Watermark's vision and 10 Markers into community groups
- Create and implement systems to ensure effective collaboration between Community Directors, Care Directors, and Care Ministries to ensure that members walking through seasons of care do not fall through the cracks
- Work with the Senior Director of Community to oversee project management of team initiatives.
 - Manage and optimize the workflow of Community assistants' shared administrative tasks
 - Manage the external communication channel to community group coaches and leaders
 - Manage the budget, strategic planning, and master calendar for the Community team
 - Help plan, coordinate, and execute necessary operations for community trainings
- Ensure the effective administration of Charis and lead Community Directors through the process of providing support for members in need of food, shelter, or clothing
- Work with Community assistants to ensure the proper upkeep and use of the Community floor in the East Tower
- Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, CLC, other "all hands on deck" events, etc.)

DIRECT REPORTS: Community Assistants

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)
- 3-5 years of experience in project management
- Strategic and detailed mindset
- Mission-driven and people-focused
- Excellent organization skills
- Strong interpersonal communication
- Critical thinker
- Ability to develop and maintain multiple data systems