



External Focus 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: External Focus Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: External Focus

REPORTS TO: External Focus Director

POSITION SUMMARY: Responsible for providing professional administrative support to the External Focus Director and External Focus Director of Operations. Assists with overall office management for the entire External Focus team, including creating team meeting agendas, coordinating team activities, maintaining team supplies, and fostering team unity/morale.

ESSENTIAL SKILLS & EXPERIENCE:

- Highly administrative and detail-oriented
- Strong writing and communication skills
- Able to anticipate needs
- Highly organized and able to prioritize responsibilities

POSITION RESPONSIBILITIES:

1. Assist External Focus Director and External Focus Director of Operations
 - a. Manage calendars, schedule meetings, and keep directors on-schedule
 - b. Anticipate needs for upcoming meetings
 - c. Compile bi-weekly update email to leadership – coordinate with teams to receive updates, compile, edit, and send to External Focus Director for review
 - d. Assist External Focus Director of Operations with annual budget and strategic planning process
 - e. Communicate professionally with external partners, members, key lay leaders, and external inquiries
2. Assist External Focus team with overall office management
 - a. Coordinate team meetings, including reserving rooms, managing agendas, identifying meeting facilitators, taking notes, and identifying follow-up items
 - b. Schedule and plan team retreat, play day, and other relationship-building team events
 - c. Develop team unity and morale through birthday celebrations, fun activities, and creating an atmosphere of friendship
 - d. Maintain the organization of External Focus storage, general supplies (books, etc.), and key ministry items
 - e. Manage general email inquiry inboxes for team
 - f. Provide assistance, as needed, to team Directors, Coordinators, and Assistants

MARKERS OF AN IDEAL CANDIDATE:

- Passion for mobilizing the body of Christ to transform our community
- Strong administrative and organizational skills
- Adaptable and flexible
- Strong communication skills