



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

REPORTS TO: Director of Connecting & Connecting Coordinator

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 ongoing administrative support within the Dallas Connecting Team, including serving as a key partner in accomplishing team initiatives, efficiently maintaining data/records, ensuring a high level of care for individuals looking to connect, and remaining mission-driven and people-focused. Provides administrative and operational support for the Director of Connecting with calendar management, general communication, and assistance of ongoing special projects.

ESSENTIAL SKILLS & EXPERIENCE:

- 1-2 years professional experience preferred
- Strong verbal and written communication
- Proficiency in Office Suite
- Proven organization skills
- Ability to activate efficiently on ideas and concepts

POSITION RESPONSIBILITIES:

1. General Connecting Team
 - Respond to connecting e-mails/phone calls within 24-48 hours of first point of contact
 - Assist Connecting Team implementation of new/ongoing initiatives
 - Maintain monthly tracking/reporting for Connecting Team
 - Manage room reservations
 - Connecting Team fun co-leader (birthdays, celebrations, etc.)
 - Team meeting notes manager
 - Monthly First Impression meetings/calls
 - Monthly Nexonia/budget tracking system for Director of Membership
 - Support Connecting Team budget tracking
 - Scheduling manager for Director of Membership and Connecting Coordinator
2. Membership Team
 - Believe Team/Baptism Assistant
 - Partner with Believe Team Coordinator to schedule baptisms
 - Pair potential baptism candidates with weekly facilitators
 - Believe Team Host (monthly)
 - Membership Class Assistant
 - Administrative support for pre/post class
 - Support for Connecting Coordinator with Membership Class Prep
 - Scheduling, slide updates, class communication, etc.
 - Membership Class follow up assignments/tracking
 - Serving tag owner for Membership volunteers
 - Attend Membership Class for administrative support: rotation w/ Membership Engagement Assistant

3. Assistant to Director of Connecting

- Direct support for DOC
 - Calendar oversight
 - Meeting notes
 - General office support
 - Management of emails, expense reports/budgeting, organization communication
- Special Projects
 - General project management support
 - Oversight of detailed tracking, stats, and notes on current team initiatives
 - Owner of special projects (as needed)

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- High attention to detail
- Ability to anticipate needs and solve problem
- Flexible and adaptable
- High trust with sensitive information

ADDITIONAL NOTES:

- Must be able to work occasional Sunday events (approx. 6-8 per year)
- Flexibility needed to host evening/morning meetings (approx. 2 monthly)
- Ability to serve at “all hands-on deck” events: Christmas Eve, Easter, CLC, etc. is required