



Watermark Resources Administrative & Event Assistant

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 Resources Administrative & Event Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Watermark Resources

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Watermark Resources Event Director

CLASSIFICATION: Non-Ministerial Role

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

POSITION SUMMARY: Serves as the primary administrative partner to the Senior Director of Watermark Resources, providing high-level calendar, correspondence, meeting, and travel support (40%). Provides administrative, planning, and hosting support for the Watermark Resources event team (40%) and owns administrative rhythms and systems for the greater Watermark Resources team (20%). The ideal candidate is meticulous in attention to detail, anticipates needs before they arise, communicates with confidence, and follows every task through to completion.

POSITION RESPONSIBILITIES:

1. Support for the Watermark Resources Senior Director (40%)

- a. Own and proactively manage the Senior Director's calendar, protecting priorities, resolving schedule conflicts, and building in prep and travel time
- b. Triage the Senior Director's inbox and correspondence; draft responses and follows up on time-sensitive items with others in senior leadership
- c. Prepare for meetings: build agendas, assemble briefing materials, take notes, and track action items to completion
- d. Manage expense reports and invoice submission
- e. Plan work-related travel, including detailed itineraries and contingency plans
- f. Serve as a professional, hospitable point of contact for church leaders, ministry partners, and external guests
- g. Handle confidential information with discretion and sound judgment
- h. Conduct research and prepare summaries or documents as requested
- i. Coordinate meals for meetings and other details that help the Senior Director's work run smoothly

2. Event Team Support (40%)

- a. Own and maintain the conference inbox, with assistance from the event coordinator during high-tide seasons
- b. Own accurate and timely processing of all event-related invoices
- c. Schedule and host event-related meetings; support internal and external event communication
- d. Maintain event information in the conference mobile app and execute pre-event communication to attendees
- e. Coordinate and host external speakers for large Watermark Resources events
- f. Help plan and host select events at Watermark, including managing the check-in process
- g. Partner with the event coordinator to oversee volunteers for Watermark Resources events

3. Watermark Resources Team Administration (20%)

- a. Own weekly team meeting logistics: meeting location, notes and follow-up on action items
- b. Maintain the team calendar, shared files, and team systems so information is organized and easy to find
- c. Book team travel and manage team supply and vendor orders
- d. Plan and host team events and celebrations, such as the annual retreat and team lunches

- e. Support onboarding logistics for new Watermark Resources staff
 - f. Participate in weekly team meetings and all staff-wide activities
4. 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)
- A heart for serving the big-C Church and a passion for equipping other churches
- Exceptional attention to detail; consistently produces accurate, polished work and catches errors before they reach others
- Highly organized, with a track record of managing multiple calendars, deadlines, and moving pieces without things slipping
- Proactive follow-through; anticipates needs and closes loops without being reminded
- Discretion and trustworthiness with confidential information
- 2+ years of experience in an administrative assistant role supporting a senior leader preferred
- Advanced proficiency in Microsoft Office, especially Outlook and Excel; quick to learn project management and event tools
- Warm, hospitable, joyful demeanor, and a desire to host well
- Working knowledge of Watermark Resources ministries is a plus (learn more at WatermarkResources.com)

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