



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

TIME REQUIREMENTS: Full Time

REPORTS TO: City Director and Life Initiatives Directors

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 providing professional administrative support to the Director of City Engagement and Director of Life Initiatives, including calendar management, scheduling, meeting coordination, responding to ministry emails, and tracking progress on key tasks. Support the City Team and Life Initiatives & Family Restoration Teams with a variety of administrative tasks, including volunteer management, event planning, event registrations, and purchasing. This role will split its time evenly between the City and Life Initiatives & Family Restoration Teams and report to two directors.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in Microsoft Office and Outlook calendaring
- Excellent administrative, organizational, and prioritization skills
- Strong writing and communication skills
- Able to anticipate needs

POSITION RESPONSIBILITIES:

1. Assist City Engagement Team – approximately 50% of time
 - a. Assist Director of City Engagement, including scheduling & calendar management, meeting coordination, etc.
 - b. Communicate with ministry partners, lay leaders, and members interested in serving externally
 - c. Plan and execute event logistics including registrations, food ordering, room reservations, hospitality plans, set-up, tear down, and communication
 - d. Support key lay leaders with administrative tasks and execution to help the ministry succeed
 - e. Ensure inquiries from members and partners are responded to quickly and appropriately (delegating to lay leaders when appropriate)
2. Assist Life Initiatives (pro-life and foster & adoption ministry) Team – approximately 50% of time
 - a. Assist Director of Life Initiatives, including scheduling & calendar management, tracking tasks, etc.
 - b. Plan and support Life Initiatives and Family Restoration events, including Path to Restoration, Foster & Adoptive Parents' Night Out, Worth More, etc.
 - c. Communicate with lay leaders, other staff, external partners, and members
 - d. Ensure inquiries from members and partners are responded to quickly and appropriately (delegating to lay leaders when appropriate)
3. Provide assistance to other External Focus Team priorities, initiatives, events, and campaigns, as assigned

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for mobilizing the body to transform our community
- Highly administrative, organized, and detail-oriented
- Adaptable and flexible
- Strong communicator
- Able to prioritize tasks
- Personable
- Sees around corners & anticipates needs
- Able to communicate competing priorities to directors
- Problem-solver