



## Community Group Engagement & Newly Married Coordinator 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 Group Engagement & Newly Married Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** Community

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Community 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 providing member support through community group engagement including providing ongoing administrative assistance to the Newly Married team and managing of current member community group connections. Responsibilities include, event preparation and execution, facilitating community introductions, and partnership with the Director of Newly Married Ministries to shepherd newly married women's groups and leaders. Serves as a partner in the implementation of current Community and member engagement initiatives.

### ESSENTIAL SKILLS & EXPERIENCE:

- 3+ years of professional work experience s preferred
- Excellent organizational skills
- High verbal and written communication skills
- Strong verbal and written communication
- Proficiency in Office Suite
- Excels at prioritizing tasks and anticipating future needs
- Proven ability to provide biblical pastoral care

### POSITION RESPONSIBILITIES:

1. Administration
  - a. Support new and ongoing Community initiatives
  - b. Maintain monthly budget tracking system and expense reporting
  - c. Assist with Community specific events, including catering, equipping events, and daily operations, etc.
  - d. Aid in planning and hosting marriage, family, and community ministry conferences (UNCMN)
  - e. Owner of Foundation ministry and personal email inbox
  - f. Data integrity co-owner
  - g. Support Community Coordinator with 'special projects' as needed
2. Community Group & Member Engagement
  - a. Daily member tracking & follow-up
    - i. Provide member care and next steps via email and phone calls
    - ii. Work with Community Directors to connect members with existing community
  - b. Partner with Community Formation Team to support community funnel (connecting opportunities)
  - c. Director dashboard owner (data system)
  - d. Oversee member exit interview redirection to Connecting Team
  - e. Owner of member engagement data tracking & reporting
  - f. Serve as Staff on Call (2 weeks yearly)

3. Newly Married Ministry
  - a. Serve as initial point of contact for the Newly Married Ministry inquiries
  - b. Partner with Director of Newly Married Ministries to organize and launch Newly Married Groups
  - c. Maintain master calendar of events and Newly Married Ministry website
  - d. Coordinate Newly Married Group events, including Kickoff and enrichment events
  - e. Manage schedule and calendar for Director of Newly Married Ministry
  - f. Provide administrative support for group assessments for all Newly Married Groups
  - g. Recruit, manage, and oversee event volunteers
  - h. Support Marriage Ministry leader equipping events

**DIRECT REPORTS:** N/A

**MARKERS OF AN IDEAL CANDIDATE:**

- Executer
- High capacity
- Self-starter
- Heart for community
- Flexible and adaptable
- Warm, hospitable, and joyful

**ADDITIONAL NOTES:**

- Must be able to work Sunday events (approx. 6x yearly)
- Flexibility to host evening & morning meetings (approx. 2x monthly)
- Ability to serve at special events: Christmas Eve, Easter, CLC, Prayer Services, UNCMN, etc. is required
- In-office position