



Qualifications for employment at Watermark requires 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 is consistent with scriptural principles in the Bible.

Job Title: Community/Charis Assistant

Hours: 40 hours a week

Department: Community

Reports to: Community/Charis Director

Position summary: Responsible for general administrative tasks, scheduling meetings, and supporting the Community Team, as well as the Charis (financial help) portion of the Community Team. Reports to Community Director.

Spiritual Gifts:

- Administration
- Service

Role qualifications:

- Ability to provide administrative assistance to the team. Proficient in email/scheduling, and information/data management (inputting and keeping track of notes, dates, etc.).
- Dependable, compassionate, flexible, and friendly
- Passion for Community. Behind every email and scheduled meeting is a person!
- Ability to clearly communicate (verbally and in writing) with a wide range of people and personalities
- Must be a self-starter and self-motivated. Willing and able to be and think like an owner. To initiate and help make things better.
- Must have a strong gift for organization; someone who is detail oriented
- Must be able to quickly learn multiple data systems and be proficient in Microsoft Excel and Outlook

Position Responsibilities:

- Scheduling and coordinating meetings and assessments of Community Directors; maintain 12+ calendars for the Community Directors
- Have a “can do”, solution oriented attitude
- Be flexible and interruptible
- Organize and help the team (~20 people) be as efficient as possible. Look for ways for the team to work together and learn from each other; look for redundancies and help fix them
- Anticipating needs on the team
- Help input documentation of assessments and meetings into database
- Maintain group rosters and membership information in database
- Respond to (email and phone) and serve anyone who reaches out to Watermark for questions about Community
- Help with Concur (monthly expense reports) for different Directors
- Respond to emails and phone calls from people in difficult financial situations and assist the Charis Director in keeping track of and coordinating Charis cases