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.

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| --- | --- |
| Job Title: Equipping Assistant | FLSA status: Exempt |
| Department: Equipping | Reports to: Director of Equipping & Apologetics |

Position Summary: Responsible for assisting the Great Questions Team, Core Classes, Moneywise, and other general equipping needs.

Spiritual Gifts:

* Administration
* Service
* Discernment
* Encouragement

Role Qualifications:

* Responsible for *anticipating* needs, *initiating* solutions under the direction of the direct report and *communicating* clearly.
* Natural gifting for developing effective systems and administrative processes.
* Organized, pays attention to detail, and thrives in multi-task situations.
* Outgoing, wise, friendly, self-starter, team-player.
* Learner / critical thinker.

Position Responsibilities:

1. Great Questions Team

* Administrative lead for the apologetics ministry.
* Monitor the Great Questions email address and execute the response process.
* Manage and improve the Great Questions Tracker.
* Facilitate follow-up conversations with participants and integrate them into applicable pastoral care ministries.
* Assist in executing monthly team lunches, team-building events, and apologetics related events (conferences, seminars, etc.).
* Work with the arts team to develop a Great Questions brand.
* Coordinate advertising and promotions.
* Develop and improve the current Great Questions landing page on the website.

1. Core Classes

* Assist in executing each Core Class.
* Monitor registration, communicate with class participants and get feedback for each Core Class through surveys.
* Coordinate volunteers, facilities, set-up and teardown for each class.
* Coordinate advertising and promotions.
* Responsible for ordering and acquiring books, supplies and snacks for each class.
* Work with the direct report to develop the online Core Class curriculum.

1. Moneywise

* Work closely with Moneywise teachers in supporting their needs and content, including PowerPoint presentations, videos, text in questions, elephant in the room, social media memory verses, etc.
* Create, manage, and promote Moneywise class event, registration, and payment.
* Provide support to all responsibilities and needs of the Moneywise class and Moneywise projects, including snack supplies, office supplies, weekly email communication, other inquiries, etc.
* Secure and organize supplies for Table Leaders, Greeters/Registration/AV volunteers.
* Work with Lead Moneywise Volunteer for care and tracking of MW Volunteers.
* Work with Moneywise Volunteers to assign coaching requests from Watermark members.
* Work with part-time Charis Coordinator as needed.

1. Staff Volunteer

* Assist and serve as needed for special or church-wide events.

Essential Skills and Experience:

* Strong administrative capacity and relational competency
* Skilled in use of MS Office (particularly Excel and Word), Internet, and email
* Good organizational skills
* Ability to clearly communicate and work well with others
* Wisdom to handle pastoral care situations
* Teachable spirit
* Exhibit consistent reliability to complete tasks
* Pleasant demeanor