



Qualification 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: Equipping Assistant

FLSA status: Exempt

Department: Equipping

Reports to: Director of Equipping & Apologetics

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

Spiritual Gifts:

- Administration
- Hospitality
- 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.).
 - Coordinate advertising and promotions.
2. Live 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.
3. Online Core Classes
 - Manage Online Core Class platform, including registration and payment.
 - Create and place registrants into cohorts.
 - Coordinate advertising and promotions.
 - Update syllabi each semester.
 - Communicate with students and class moderators regarding technical support.



4. Moneywise
 - Work closely with Moneywise teachers in supporting their needs and content, including PowerPoint presentations, videos, 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.
 - Provide guidance to Lead Moneywise Volunteer for care and tracking of MW Volunteers.
 - Assist Moneywise Volunteers in assigning coaching requests from Watermark members.
 - Support part-time Charis Coordinator as needed.
5. Equipped Disciple
 - Create, manage, and promote Equipped Disciple classes, registration, and payment.
 - Communicate with Class Directors to recruit table leaders.
 - Schedule monthly meeting with Directional Team.
 - Purchase curriculum.
 - Restock class supplies.
 - Manage class attendance in Rock.
6. 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