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: Young Adults Assistant FLSA status: Non-Exempt

Department: Young Adults Reports to: Young Adults Director of Operations

**Position summary**: Responsible for administrative tasks and event planning that fall under the Young Adults Ministry including (but not limited to) The Porch, Porch Late Night, Launch Retreat, Christmas Concert and After-Party, Porch Kick-Off, etc.

**Spiritual Gifts**:

* Administration
* Hospitality
* Service

**Role qualifications**:

* Passion for connecting singles at events that will meet their needs and contribute to their spiritual growth.
* Must be a self-starter, motivated person with a strong gift for organization, event planning and people.
* Multi-tasker, detail oriented, outgoing and friendly

**Position Responsibilities**:

**Administrative**

1. Attend Staff Prayer and other all-staff events.
2. Responsible for personal expense report, invoicing, young adults check requests, volunteer reimbursements, free coffee cards returned, Porch name tags, and other ministry receipts.
3. Order books and supplies for team members.
4. Maintain master calendar of events for Young Adults staff and volunteers.
5. Schedule and request all room requests and resources for events held on property for staff team and volunteer teams.
6. Edit weekly Porch communication including (but not limited to) Porch News, e-newsletter and announcements.

**Young Adults**

1. Coordinate and attend Young Adult team meetings.
2. Support the Director of Young Adults and the Young Adults Director of Operations, as necessary.
3. Porch night hospitality duties in the green room and support the communicator as necessary.
4. Reply to and organize e-mails, phone calls, First Impression assignments, Watermark.org and theporch.live contact emails received regarding all things Young Adults.
5. Coordinate communication between supporting ministries including Sports Ministry, Externally Focused Partner Ministries, Singles Community, and various other internal Watermark ministries.
6. Coordinate with all involved to plan and execute Young Adult events including: The Porch, Launch Retreat, Porch Kick-Off, Christmas Concert and After-Party, Porch Late Night events, Porch Leader Meetings and Retreats, Young Adults Staff events, etc.
	1. Room and equipment reservations, food, A/V, band, facilities, Porch Café entertainment, volunteers, registrations, e-mails, roommate assignments (if applicable), team assignments, t-shirts, promotional materials, leader meetings, etc.
7. Enter Porch contact cards from the weekly Porch News and all list management and follow-up that ensues thereafter.
8. Update and manage Young Adults MailChimp email distribution lists.
9. Maintain Young Adult website (theporch.live) and The Porch page on Watermark.org , including updating the Watermark “Events” page.
10. Make Porch volunteer nametags.
11. Compile Porch announcements and slides.
	1. Send out to Porch leaders, AV team, and team each week.
12. Necessary errands for Young Adults team and The Porch (SAM’s runs for drinks, Wal-Mart, working meals, etc.).
13. Communication with Roundabout leaders and help with their needs and assist with Porch volunteer applications.
14. Maintain Porch volunteer spreadsheet (remove those no longer serving and add new volunteers).
15. Enter Porch volunteers into Arena database and maintain volunteer serving tags and data.
16. Track Porch data, such as coffee cards, e-newsletter stats, survey responses, Launch registration and concert numbers for ministry.
17. Sports ministry administrator (register teams in leagues, create online registrations, deposits, and communicate with various team captains).
18. Print and production of graphics (including editing for the team, Porch business cards, Village Emailer, coffee cards, copies and flyers for The Porch).
19. Submit YA prayer requests to “Click and Pray” (big events, discipleship trips, new series, etc.).
20. Have a presence on Facebook, Twitter and Instagram for the ministry.
21. Prep supplies for The Porch Welcome Center each Tuesday (ministry grab cards, Porch money pouch, printed announcements, new nametags, petty cash, Porch merchandise, etc.)
22. Deposit checks and cash for the YA ministry and get petty cash for events.
23. Help with pastoral care meetings and interviewing female Porch volunteers, when necessary.
24. Order Porch t-shirts and merchandise for the ministry, when necessary.

**Essential skills and experience**:

* Ability to clearly communicate (verbally and in writing) with a wide range of people and personalities.
* Ability to discern a deeper need or a need for a more personal follow-up than the general standard.
* Excellent organizational skills.
* Detail-oriented.
* Proficient in Microsoft Windows: Word, Excel, PowerPoint, Publisher, Outlook, Salesforce, and Concur.
* Event planning skills.