



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: re:gen Assistant

Department: re:generation

FLSA status: Non-Exempt

Reports to: re:gen Director

Position summary: Responsible for preparing all materials for all re:gen events and weekly Monday night meetings as well as assisting their supervisor with any other projects/needs as they arise

Spiritual Gifts:

- Administration
- Serving
- Mercy
- Encouragement

Role qualifications:

- Passion for providing administrative support to re:gen and a desire to help hurting people come to know Christ as their lord and savior, serving behind the scenes and organizing events for re:gen community.
- Dependable, discreet, friendly, professional and neat

Position Responsibilities:

1. re:gen prep

- Create agenda for each Monday
- Order new curriculum from Hill Printing as needed.
- Review current curriculum and format correctly before ordering.

Recruiting and Confirming Volunteers:

- Directional Team Job Assignments each Monday
- Confirm Newcomer, Groundwork and training leaders.
 - Send weekly schedule
- Oversee and work with volunteer coordinator and parking coordinator.
- Schedule 12 Steps/Serenity Prayer for each Monday (and send reminders)

Supplies:

- Copies of any issue sheets we are low on
- Keep in Stock: Supplies we need for re:gen (nametags, Newcomer Cards, pens, signs, etc.), and re:gen books/bibles,
- Update Sam's shopping list and send to volunteer based on current stock of coffee, snacks and paper goods.
- Create and make available necessary supplies for the following meetings on Monday nights:
 - re:gen Leader Classroom Training (first week of each month)
 - Commencement (second week of each month, includes communicating with Teresa Graybil on amount of desserts)
 - Mentor Training (3rd week of every month)
 - Inventory Training (4th week of every month)
 - Church Hosting Meeting (as needed)

Physical Set Up:

- Set up for leader meeting and dinner
- Print out worship leader sheets
- Set up newcomers boxes and Groundwork boxes on cart for Kam (or volunteer) to take and distribute.

During the week:

- Draft and send email to leaders with announcements, etc.
- Draft and send additional emails to leaders/coaches/d-team as needed
- Money Deposits from Monday Literature
- Scheduling rooms of all step studies, inventories and meetings

2. Adult re:gen Monday Night Execution

- Troubleshoot any issues that arise that evening; last minute cancellations of key leaders/volunteers
- Oversee/check on key volunteer positions to confirm those posts/roles are being fulfilled
- At end of night, ensure signage is put up, money is returned to 8 and counted, and that all literature and snacks are put up.

3. Service U & Event Set Up

- All individual group meetings related to re:gen (inventory, conflict etc)
- All team meetings
- Leadership meetings
- Monday Nights (groups-step studies, including open, newcomers)

4. Ministry Development

- Project manager for all development tasks and to-do's.
- Work closely with arts team to create graphics needed for curriculum
- Work closely with arts team to brainstorm and schedule the filming of all videos
- Send survey's to all groups and leaders at the completion of each book.
 - i. Compile survey results and submit to team
- Create training documents and resources for internal and national use.

5. National re:gen

- Working with coordinator on various tasks.
- Sending potential contacts from outside churches to coordinator.
- National Conference prep and tasks.

6. John Elmore/Ann Daly

- Communication point of contact between the director and outside organizations
- "Managing" regen team by keeping directors on task with action items and follow ups
- Scheduling appointments
- Drafting of emails as requested
- Speaking with people that ask to meet, allocating meetings among staff & re:gen leaders
- Preparing for Meetings
- Miscellaneous tasks as needed, data pulled, documents created, etc.

7. Tasks for re:gen Team

- Participate in planning weekly agenda for re:gen team to manage various projects
- Keeping team on track with action items and follow up actions
- Updating/Administration of all calendars
- Regularly expense forms for Nate, Liz, John, self and Teresa Graybill (for baked goods)
- Setup for all meetings accordingly

8. re:gen Leaders –Leaders plus service only volunteers

- Regular communication regarding meetings, reminders, etc.
- Provide Leaders with documents, resources they need
- Yearly re:gen Retreat (this role manages internal such as schedule, agenda, leader communications, gathering/creating necessary materials, etc)

Other—daily

- Respond to email inquiries (re:gen, other orgs, ministries, etc)--daily
- Return calls with regards to re:gen/pastoral care—daily

Essential skills and experience:

- Experience in secretarial and administrative tasks
- Computer literate and accurate typing, 55 +wpm
- Good organizational skills
- Detail-oriented
- Pleasant phone manner
- Event planning skills