

# Operations Assistant Job Overview

Qualifications for employment at Watermark Health include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark Community Church and having a work history and a lifestyle that are consistent with biblical principles. Must be an active Member of Watermark, CityBridge, or Onward Community Church or willing to become one.

**REPORTS TO:** Director of Operations

**FLSA STATUS:** Exempt

**LOCATION:** WMH Offices (Occasional Multi-Site Travel)

**TIME REQUIREMENTS:** Salary, Full Time (Benefits Eligible)

**MISSION STATEMENT:** We exist to serve the community by awakening and empowering the local church to care for the physical healthcare needs and engage souls with the love and power of the Gospel of Jesus Christ.

**POSITION SUMMARY:** Responsible for assisting the WMH Operations Team (including, but not limited to, HR, Finance, Facilities, and IT) by providing professional administrative support for team members and managing general Ops Team correspondences (internal & external). Responsibilities include scheduling support for meetings and interviews, executing new employee onboarding tasks, preparing payroll, finalizing expense reports, and office administration tasks.

## **SPIRITUAL GIFTS & STRENGTHS:**

**GIFTS -** Administration, Discernment, Evangelism, Helps, Hospitality, Mercy, Serving

**STRENGTHS -** Achiever, Adaptability, Analytical, Arranger, Communication, Discipline, Responsibility, Strategic, Woo

## **ESSENTIAL QUALIFICATIONS, SKILLS, & EXPERIENCE:**

- Proficient with Microsoft Office Suite (Outlook, Teams, Word, Excel) and quick learner with other systems
- Strong in attention to detail, organization, prioritization, and anticipating future needs
- Excellent time-management skills with proven ability to follow through on tasks and meet deadlines
- High self-initiative, works effectively under minimal supervision, teachable, willingness to learn
- Dependable, demonstrated ability to model discretion with sensitive information
- Excellent social, verbal, and written skills

## **POSITION RESPONSIBILITIES:**

### **General Administration**

- Support Operations Director and Coordinator with special projects, scheduling, and organization
- Complete office/Operations administrative tasks (supply orders, organizing, filing, phone calls, email, and mail)
- Keep office organized and presentable, and create hospitable environment for guests and staff
- Schedule meetings and interviews for Operations Team

### **Finance & Accounting**

- Assist with donation processing, transaction accuracy (QuickBooks), and monthly budget report preparation
- Pay bills, prepare invoices, and finalize expense reports
- Issue and train staff on use of company credit card and reimbursement guidelines

### **Staffing & HR**

- Assist with recruiting, onboarding, and offboarding tasks (tracking and scheduling, new hire training, etc.)
- Prepare semi-monthly payroll for approval and processing

### **Facilities & IT**

- Facilitate vendor response and resolution of helpdesk requests (facility maintenance & IT tickets)
- Manage, assign, and track assets in online application (electronics and equipment for staff and clinics)

### **Leadership**

- Demonstrate spiritual leadership; comfortable with evangelism and pastoral care
- High trust and discreet in ministry, HR, and finance conversations

## **MARKERS OF AN IDEAL CANDIDATE:**

- High capacity
- Organized
- Quick learner
- Flexible and adaptable
- High attention to detail
- Task/Goal oriented
- Enjoys serving behind the scenes
- Warm, hospitable, and joyful in demeanor
- Aligned on mission, vision, and values of WMH

**...SO THAT THE MULTITUDES MAY BE HEALED.**