



Administrative Assistant Job Overview

Qualifications for employment at Watermark Health require having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and have a work history and a lifestyle that is consistent with scriptural principles in the Bible.

REPORTS TO: Director of Operations

LOCATION: WMH Offices

FLSA STATUS: Non-Exempt

Full Time, Benefits Eligible

POSITION SUMMARY:

Watermark Health exists to serve the community by awakening & empowering the local church to care for physical healthcare needs & engage souls with the love and power of the Gospel of Jesus Christ. The Watermark Health Administrative Assistant would be responsible for supporting the operations team in the areas of HR, IT, Finance, and Facilities.

SPIRITUAL GIFTS & STRENGTHS:

Administration, Hospitality, Serving, Helps

Achiever, Arranger, Focus, Responsibility, Adaptability, Positivity, Activator, Communication

ESSENTIAL QUALIFICATIONS, SKILLS, & EXPERIENCE:

Active member in good standing at Watermark Community Church, Watermark FW, or CityBridge

Aligned with and passionate about the mission/vision/values of Watermark Health

Excellent time management skills with ability to multi-task

Attention to detail and problem-solving skills

Excellent verbal and written communication skills

Proficient with Microsoft Office Suite, especially Teams and Outlook

POSITION RESPONSIBILITIES:

Staff Care/HR Duties

Support Recruiting, Onboarding, and Payroll Processes

Assist with Open Enrollment for Benefits and Performance Review Process

Assist with key staff meetings – room booking, technology setup, and hosting

Admin Support

Support Operations Director with special projects, scheduling, and organization

Assist with facility and maintenance issues for WMH Office & Clinics

Support general staff IT needs – setting up, training, and basic problem solving on office hardware and software

Assist with receipt reconciliation and budget tracking

Manage WMH Offices organization, cleanliness, and supply ordering

Leadership

Demonstrate spiritual leadership for all clinic volunteers and patients

Comfortable with evangelism and pastoral care through clinic ministry

High trust & discreet in ministry conversations

MARKERS OF AN IDEAL CANDIDATE:

Previous administrative/HR/IT experience, organized, detail-oriented, problem solver, project management & prioritization skills, quick learner with databases & systems, adaptable.

...SO THAT THE MULTITUDES MAY BE HEALED.