



International Missions Assistant – Part-Time

Qualifications for employment at Watermark include 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 consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: International Missions Assistant – Part-Time

FLSA STATUS: Non-Exempt

DEPARTMENT: Missions and Outreach

TIME REQUIREMENTS: Part-time, in-office

REPORTS TO: International Missions Director

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for supporting the International Missions team with administrative tasks.

POSITION RESPONSIBILITIES:

- Manage the operations and logistics of the International Missions staff team
 - Respond to emails in the general International Missions inbox
 - Manage the details of the International Missions budget
 - Schedule meetings as needed
 - Maintain agendas and action items from weekly team meetings
- Assist the International Missions Coordinator with the coordination of short-term mission trips
 - Maintain up-to-date schedule of mission trips with key deadlines for ministry partners and travel agents
 - Communicate with travel agency to book airline and other travel arrangements
 - Communicate all trip details, including fundraising logistics, to partners, trip leaders, and participants
- Manage International Missions events and meetings
 - Coordinate room reservations and event setups as needed
 - Attend International Missions leadership team meetings
 - Communicate with the Master Calendar team regarding International Missions needs

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Experience in administrative tasks, multi-tasking, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, diligent, and thorough
- Proficiency in Microsoft Office and task management software
- Passion for providing administrative support to other staff members
- Eager to streamline processes and create new solutions to administrative problems
- Pleasant disposition, high-capacity, dependable, flexible, and servant-hearted