



# 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