



# Watermark Resources Event Coordinator Job Overview

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 that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Watermark Resources Event Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** Resources

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Watermark Resources Event Director

**CLASSIFICATION:** Non-Ministerial Role

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

**POSITION SUMMARY:** Under the direction of the WMR Event Director, this role shares responsibility for planning, organizing, and executing on all Watermark Resources conferences and their related projects (CLC, Re:gen and Re|engage Training Conference, Regional Conferences, and more).

## ESSENTIAL SKILLS & EXPERIENCE:

- Detail-oriented with great organizational skills
- Comfortable and highly competent with technology, especially products like PowerPoint, Excel, and Word
- Working knowledge of Watermark Resources' ministries is a plus
- Knowledge or experience in project management software (such as Asana) is a plus
- Because this is a multi-faceted role, resourcefulness will be a highly beneficial trait because much of this work would benefit from a person who likes to "figure it out"

## POSITION RESPONSIBILITIES:

1. Create and maintain timeline of tasks for each event
  - a. Manage master calendar for scheduling events and deadlines for each event
2. Coordinate with Facilities, Marketing and Communications, Arts/Video/Worship, Ministry teams, and volunteers and leaders involved in each conference
3. Order any necessary supplies (nametags, lanyards, bags, etc.) and maintain inventory
4. Manage partner, vendor, and external speaker relationships
5. Maintain or delegate day-of details (meals, snacks and drinks, registration, merch, book/curriculum sales, etc.), and provide leadership the volunteers who serve in these areas
6. Create and update run sheet & schedule
7. Capture and implement lessons learned and improvements for future events
8. Document all necessary tasks, timelines, and budgets related to conferences
9. Data analysis of registration, marketing, attendance, approval & satisfaction, staff feedback, etc.
10. This role will also be responsible for planning team events such as retreats, team building activities, etc.
11. As workload allows, this role may also pitch in on other projects related to the Watermark Resources ministry

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Detail-oriented
- Servant-hearted
- Works well across teams
- Administratively gifted
- Can juggle multiple projects at the same time
- Able to lead meetings with their peers
- Thrives in a fast-paced environment

*Job description not final. The position will be shaped around the giftedness and passions of the individual.*