



## Watermark Resources Event Operations 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 Operations Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** Watermark Resources

**TIME REQUIREMENTS:** Full-time; in-office

**REPORTS TO:** Watermark Resources Event Director

**CLASSIFICATION:** Non-Ministerial Role

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

**POSITION SUMMARY:** Responsible for managing timelines, logistics, and cross-team coordination from early planning through day-of execution for Watermark Resources conferences and events. This role ensures each event is thoughtfully organized, clearly communicated, and continually improving—so that nothing distracts from what matters most: serving church leaders with excellence and care.

### CONFERENCES & EVENTS SUPPORTED:

- Re:generation and Re|engage Training Conferences
- Regional and local training events
- Church Leaders Conference (CLC)
- Internal team events (retreats, team gatherings, training days)

### POSITION RESPONSIBILITIES:

- Conference Operations and Execution
  - a. Manage end-to-end operational planning and execution for assigned conferences and events
  - b. Create and maintain detailed timelines, task lists, and run sheets
  - c. Manage day-of logistics including breakout flow, meals, supplies, merch, and on-site coordination
  - d. Order and manage event supplies (name tags, lanyards, signage, bags, etc.) and maintain inventory
- Cross-Team & Vendor Coordination
  - a. Coordinate with Facilities, Marketing & Communications, Arts/Video/Worship, ministry teams, vendors, and volunteers
  - b. Lead operational planning meetings and ensure clarity around roles, deadlines, and expectations
  - c. Manage vendor, partner, and external speaker logistics and communication
- Systems, Documentation & Improvement
  - a. Document operational processes, timelines, and budgets
  - b. Analyze registration, attendance, satisfaction, and internal feedback
  - c. Capture lessons learned and implement improvements for future conferences
  - d. Use and help improve project management systems (e.g., Asana)
- Team & Volunteer Support
  - a. Provide leadership and support to volunteers serving in conference operations
  - b. Help plan and execute internal team events as needed
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

### WHAT SUCCESS LOOKS LIKE:

- Conferences run smoothly, on time, and with minimal last-minute issues
- Teams and volunteers feel informed, supported, and set up to succeed
- Operational details are clear, documented, and repeatable
- Each conference improves on the last through thoughtful evaluation and refinement

## **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)
- 2-5 years large event planning or project management experience
- Strong organizational skills with exceptional attention to detail
- Ability to manage multiple projects and deadlines simultaneously
- Comfortable and competent with tools such as Excel, PowerPoint, Word, and project management software
- Resourceful, proactive, and solutions-oriented
- Clear communicator who works well across teams
- Familiarity with Watermark Resources ministries (Re|engage, Re:generation, etc.) is a plus
- Servant-hearted and mission-driven
- Thrives in fast-paced, team-based environments
- Enjoys both planning and hands-on execution
- Can lead peers operationally with clarity and humility
- Cares deeply about excellence, follow-through, and continuous improvement

*All employees' job descriptions are subject to change from time to time at the sole discretion of management.*