



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.