



# City Engagement 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:** City Engagement Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** External Focus

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Director of City Engagement

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every Member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for the execution of Watermark's local outreach initiatives. Coordinates activities of five lay led Impact Areas. Develops and manages systems to shepherd volunteers within Impact Areas. Assists the Director of City Engagement in the execution of the overall city engagement strategy, including fostering partner relationships, developing and tracking the budget, evaluating city partnerships, building lay leadership teams, and executing on impact area strategies and events, such as Impact Dallas.

## ESSENTIAL SKILLS & EXPERIENCE:

- Strong writing and communication skills
- Able to identify leaders and develop teams
- Motivate and empower others
- Orchestrate multiple activities at once to accomplish goals
- Time management, priority setting, and event planning
- Pastoral

## POSITION RESPONSIBILITIES:

1. Develop, equip, manage, and evaluate volunteer teams
  - a. Assist Impact Area teams to execute strategic ministry through volunteers
  - b. Help Impact Area teams to shepherd their volunteers
  - c. Identify leaders, build teams, and deploy member gifts
2. Work with the Director of City Engagement to develop strategic plans and budget
  - a. Evaluate ministry partners annually
  - b. Request proposals from partners for annual funding
  - c. Develop goals and strategies to transform the city
  - d. Work with Impact Area teams to create goals and strategies that support the overall city strategic plan
3. Develop and coordinate equipping opportunities to shepherd volunteers and engage members in city initiatives
  - a. Coordinate and execute key equipping opportunities alongside Impact Area leaders
  - b. Collaboration with internal teams at Watermark to engage members to love our city
  - c. Event planning and execution of Impact Dallas; including speakers, location, content, invitation strategy, etc.
4. Coordinate with External Focus Team and City Partners
  - a. Work with the Mobilization Team to connect members with multiple service opportunities
  - b. Collaborate with staff led Impact Areas to achieve overall City/External Focus goals
  - c. Connect Local International outreach efforts with the Global Engagement Team's global strategy
  - d. Grow relationships with ministry partner coordinators and implement the best ways for Watermark to mobilize

**DIRECT REPORTS:** N/A

**MARKERS OF AN IDEAL CANDIDATE:**

- Passion for mobilizing the body of Christ to transform our community
- Initiator
- Executor
- Adaptable
- Learning on the fly and enjoys the challenge of the unfamiliar
- Organized and detail-oriented
- Creates focus for self and others