



City Engagement Assistant 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 Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: External Focus

REPORTS TO: City Engagement Director

POSITION SUMMARY: The two primary responsibilities are assisting the City Engagement Team and Evangelism Team. Duties include calendar management, meeting coordination, registration management, partner payment processing, and communication with partners and lay leaders. This position includes assisting the Evangelism Coordinator with planning and executing a variety of logistics for Unashamed weekend events.

ESSENTIAL SKILLS & EXPERIENCE:

- Able to prioritize a variety of tasks
- Proficient in Outlook, Word, Excel, PowerPoint, and Teams
- Detail-oriented
- Able to execute on a variety of tasks
- Strong communication skills with managers to balance priorities

POSITION RESPONSIBILITIES:

1. City Engagement – approximately 50% of time
 - a. Assist City Engagement Director, including scheduling/calendar management.
 - b. Communicate with ministry partners, lay leaders, and members interested in serving externally.
 - c. Support financial responsibilities for the City team, including annual partner budget preparation and processing invoices/reimbursement requests through Finance.
 - d. Assist with overall City Engagement Team logistics.
 - e. Support key lay leaders.
2. Unashamed/Evangelism – approximately 50% of time
 - a. Assist Evangelism Coordinator with Unashamed events logistics, including partner service opportunities.
 - b. Provide administrative support to lay leadership team.
 - c. Participate in Unashamed weekend events, as necessary (one weekend per month; 6-10 months per year).

MARKERS OF AN IDEAL CANDIDATE:

- Passion for evangelism and mobilizing the body of Christ to transform our community
- Highly administrative
- Detail-oriented
- Effective communicator
- Owner mentality
- Willingness to serve the ministry in any capacity as a team player
- Descriptors: Executor, Organized, Professional, Dependable, Friendly, Initiator, Problem-Solver