



# Global 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:** Global Engagement Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** External Focus

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Global Engagement Director

**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 global outreach initiatives. Work with the Global Engagement Director to develop and manage the global budget. Coordinate short-term discipleship trips to various countries through various partners. Assist in oversight of global partners. Develop and lead teams of lay leaders.

## ESSENTIAL SKILLS & EXPERIENCE:

- Experience in cross-cultural ministry
- Able to think critically and evaluate trips and partners
- Excellent administrative and organizational skills
- Strong writing and communication skills
- Able to give away ministry to lay leaders

## POSITION RESPONSIBILITIES:

1. Develop, manage, and evaluate short-term discipleship trips
  - a. Plan strategic short-term discipleship trips with our global partners with help from part-time trips assistant
  - b. Recruit and shepherd lay leadership teams for trips
  - c. Develop and execute trip preparation materials and trainings
  - d. Assist Global Engagement Director in evaluation of global trip requests and opportunities
  - e. Coordinate discipleship trip follow-up with trip leaders and team members, including connecting teams to opportunities to serve the nations in Dallas through the Local International Impact Area
  - f. Collaborate with other Watermark ministries to develop useful short-term discipleship trips
2. Provide oversight and support to global partnerships
  - a. Assist Global Engagement Director in managing global ministry partner relationships
  - b. Evaluate ministry partners with Global Engagement Director and Director of Operations
  - c. Develop and monitor annual budget
3. Coordinate Global TRAC program to equip members with a heart for the nations and care for missionary families
  - a. Recruit and shepherd care and connect teams to maintain relationships with missionary families
  - b. Work with Global Engagement Director and Global TRAC lay leadership team to develop and execute strategy to equip, shepherd, and deploy members interested in long term missions
  - c. Plan and execute events in coordination with lay leaders
4. Engage with members as the first point of contact for all things missions
  - a. Respond to inquiries promptly
  - b. Champion a heart for the nations across the body

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Passion for missions
- Initiator & activator
- Adaptable
- Detail-oriented
- Strong communication skills
- Pastoral