



# Local Outreach Coordinator

*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 consistent with biblical principles. Must be an existing member of Watermark or willing to become one.*

**JOB TITLE:** Local Outreach Coordinator

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Missions and Outreach

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

**REPORTS TO:** Senior Director of Local Outreach

**CLASSIFICATION:** Ministerial Role

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

**POSITION SUMMARY:** Responsible for nurturing relations and alignment with Watermark's many local outreach ministries and devising and implementing strategies to lower the barrier of entry for people to serve.

## POSITION RESPONSIBILITIES:

- Nurture relationships and alignment with local outreach ministries, as directed by Local Outreach Directors
- Provide support and participation in local outreach ministry events, trainings, and meetings as needed
- Provide support for lay leaders of local outreach ministries as needed
- Implement strategies to lower the barrier of entry for members to serve with local outreach ministries
- Implement a strategy to measure outcomes of local outreach ministries and a plan to identify successes worthy of recognition or celebration
- Coordinate the stewardship of the Local Outreach budget
- Communicate with the Master Calendar team regarding Local Outreach needs
- Coordinate communications support and campaigns with our internal Communications liaison
  - Collaborate to source stories for the Watermark News
  - Implement routine maintenance of Rock data, website, and serve cards
- Coordinate a few annual, church-wide campaigns such as Love Our City, a backpack/school supply drive, etc.
- 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.)

## 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)
- Experience serving with a local outreach ministry
- Experience managing projects and forecasting resources, scope, and timelines
- Exemplary Christ-follower, encourager, faithful steward, initiative-taker, effective collaborator, problem-solver, organized, attentive to details, flexible

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