



Qualifications for employment at Watermark requires 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 is consistent with scriptural principles.

Job Title: International External Focus Assistant – Part-time

Department: External Focus

FLSA status: Exempt

Reports to: EF International Director

Position summary: Assist in administration support in implementation of Watermark’s international outreach program through development, oversight, and support of ministry partnerships and Watermark member relationships.

Spiritual Gifts (preferred):

- Administration
- Faith
- Discernment
- Apostleship

Role qualifications:

- Joy and passion for Jesus Christ
- Desire to help mobilize the body to engage the international community at home and abroad
- Team player and willing to serve the ministry in any capacity
- Good communicator both written and oral with strong interpersonal skills
- Capable of handling difficult conversations and relationships
- Spanish translation

Position Responsibilities:

1. Partnership Oversight & Support

- Assist EF International Director in admin needs
- Assist International EF Director in communicating and executing International events
- Assist EF marketing initiatives and promotions with International Partners

3. International Member Deployment and Relationships

- Support efforts of continued development of Global Missions TRAC for potential WCC overseas missionaries

4. Local International Oversight and Support

- Assist International EF Director in coordinating Watermark’s efforts to serve and shepherd local international members
- Assist local international partnership communications
- Assist Watermark member involvement in local international service opportunities and events

Essential skills and experience:

- Relational and discerning
- Initiator
- Good oral and written communication skills
- Analysis/Thinking
- Proficient in computer skills and basic technology tools