



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 Trip Admin- Part-time

FLSA status: Exempt

Department: External Focus,

Reports to: EF International Director

Position summary: Assist in oversight and implementation of Watermark's international short-term discipleship trips through development, oversight, and support of external 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

Position Responsibilities:

1. Trip Oversight & Support

- Assist International EF Director and coordinator in oversight of all Watermark corporate trip planning and execution

2. International Trip Evaluation, Development, and Oversight

- Assist International EF Director in evaluation and response to international trip requests and opportunities with partners and non-partners for Watermark Corporate and Watermark individuals
- Provide input and assist in continued development of discipleship training materials and teaching curriculum used by short term discipleship trip teams
- Coordinate discipleship trip follow-up with trip leaders and team members on return from short term discipleship trips
- Assist in developing follow-trip materials and opportunities to enhance impact of discipleship trips on participants
- Assist in International EF admin support and management of trip logistics and details

3. International Member Deployment and Relationships

- Work through details of travel, finances and deployment of WCC trips
- Assist in training future WCC overseas participants
- Coordinate accountability, discipleship, and communication with WCC overseas participants
- Set budgets for trips and coordinate payments to partners and airlines

4. Local International Oversight and Support

- Assist International EF Coordinator in coordinating Watermark's efforts to serve and shepherd local international members participants traveling abroad
- Coordinate communications for all trips

Essential skills and experience:

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

Specific task would include but are not limited to:

- Booking flights
- Scheduling team meetings
- Help with acquiring visas
- Following up on inquiries via email
- Creating trips on Managed Mission
- Make trip folders for trip leaders and participants
- Order supplies needed for international travel
- Secure rooms for meetings in EMS
- Help with details on international dinners and attend functions
- Help monitor funds raised during trip prep and create financial information after the trip has been completed
- Develop calendars for international trips, make notebooks and name badges for trips
- Have a working knowledge of WM External Focus international ministries
- Pay invoices and track funds related to trips