



Join the Journey Editing 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: Join the Journey Editing Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Equipping

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Join the Journey Director

CLASSIFICATION: Non-Ministerial Role

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

POSITION SUMMARY: Responsible for ensuring Join The Journey publishes content that is theologically accurate, grammatically correct, and aligned with Watermark's vision.

POSITION RESPONSIBILITIES:

- Coordinate the daily editing and publishing of all Join The Journey content
 - a. Assess theology and grammar within daily lessons
 - b. Ensure consistent content formatting across The Journey's various platforms
- Collaborate with Watermark's Technology technical needs in content management system
- Coordinate the recruitment, training, coaching, and discipleship of volunteer editors and team leaders
- Coordinate the planning and execution of all editor workshops
- Coordinate the publishing of study notes and additional resources
- Contribute to the creation of written content, seasonally
- Support the Join The Journey podcast
 - a. Assist the Join The Journey Director with research
 - b. Write weekly podcast show notes
- Support Join The Journey Jr. editing as needed
- Provide support at writing workshops, seasonally
- Communicate professionally with staff, members, lay leaders, and external inquiries
- 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)
- Demonstrated proficiency in communication, organization, and time management skills
- Excellent collaborator who also works well with autonomy
- Possesses theological training or is in pursuit of a seminary degree
- Ability to write at various reading levels
- Passion for Bible reading, comprehension, and application
- Exemplary Christ-follower, high capacity, initiative-taker, problem-solver, organized, attentive to details, flexible, professional, thorough, positive demeanor

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