



Watermark Resources Project 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: Watermark Resources Project Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Resources

TIME REQUIREMENTS: Full Time

REPORTS TO: Watermark Resources Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: This role is responsible for Watermark Resources project development, ensuring that projects are conceived, vetted, designed, and executed to support a wide variety of business needs, while collaborating with the Watermark Resources team, other Watermark teams, outside vendors, and the “Big C church”.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience with Microsoft Office tools is required
- Existing knowledge or aptitude and desire to learn video and audio editing software tools
- Excels at prioritizing workload, meeting deadlines, and managing multiple projects simultaneously
- Detail-oriented and excellent organizational skills
- Thrives on feedback
- Loves teamwork and is more interested in team culture than completing tasks
- Humble disposition that is comfortable serving others and seeing their efforts support ministries at other churches
- Working knowledge of video production tools, such as the Adobe suite, and processes
- Experience with project management software like Asana, is a plus
- Short copywriting skills are a plus

POSITION RESPONSIBILITIES:

- Primary:
 - Electronic asset development, specifically creating video & audio resources to support national ministry efforts. This includes asset design, execution, editing, and production. Examples are training & testimony videos, conference audio, and podcasts.
- Secondary:
 - Support Watermark Resources conferences in specialized roles as needed, such as survey development & analysis, webinar technical support, management of conference breakouts, document & slide editing, and AV tech. In addition, be a co-owner of general pre-conference and day-of tasks.
 - Tackle “special projects”, in other words, solve new business problems by researching options, developing solutions, and implementing them.
 - Project management for Watermark Resources initiatives, most notably in the area of curriculum development.

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Technologically proficient
- Strategic
- Fast worker
- Quick learning
- Detail-oriented
- Enjoys figuring things out without too much direction
- Servant-hearted
- Works well on a team
- Thrives in a fast-paced environment
- Can juggle multiple projects at the same time
- Adaptable

Job description not final. The position will be shaped around the giftedness and passions of the individual.