



Join The Journey 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 Coordinator

DEPARTMENT: Equipping

REPORTS TO: Join The Journey Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time; in-office

CLASSIFICATION: Ministerial Role

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

POSITION SUMMARY: Responsible for coordination and administrative support for Join The Journey *and* content creation for Join The Journey Jr..

POSITION RESPONSIBILITIES:

- Oversee the creation of written content for kids and families, in collaboration with the WM Kids team
- Coordinate the scheduling, recording, editing, and publishing of weekly podcasts for kids, as needed
- Support the recruitment, training, and coordination of members to serve as devotional writers and podcast guests
- Support the recruitment, training, and coordination for other volunteer teams (excluding editors)
(You will lead the writing team, hospitality team, and media team)
- Support the scheduling, recording, and publishing of daily devotionals and podcasts for adults
- Support the publishing of study notes and additional resources, as needed
- Manage calendars, meetings, expense reports, etc. for the Join The Journey Director
- Coordinate room reservations, materials, note-taking, and follow-up for Join The Journey meetings
- Communicate professionally with staff, members, lay leaders, and external inquiries
- Maintain the organization of Join The Journey storage
- Manage general email inbox for Join The Journey
- 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
- Passion for Bible reading, comprehension, and application
- Passion for Kids Ministry and parents being the primary disciplinemaker of their kids
- Exemplary Christ-follower, high capacity, initiative-taker, problem-solver, organized, attentive to details, flexible, professional, thorough, hospitable

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