



Equipping 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 & Equipping Coordinator

Department: Equipping Team

FLSA Status: Non-Exempt

Reports to: Director of Equipping

Position Summary: Responsible for coordinating Watermark's online devotional, Join The Journey, Watermark's Summit Men's Bible Study, and the annual Summit Men's Breakfast. Supports the Equipping team as a whole by performing various administrative duties, distributing weekly meeting agendas, and serving as the lead contact person for the Equipping team.

Spiritual Gifts:

- Administration/Project Management
- Hospitality
- Serving
- Encouragement

Essential Skills & Experience:

- Two to four years of experience in administration is preferred
- Seasoned experience in project management, event planning, and administrative support
- Excellent organizational skills
- Track record with diligence in following through on tasks and projects
- High verbal and written communication skills
- Enjoys serving, hosting, and engaging with others
- Excels at prioritizing well and anticipating future needs

Position Responsibilities:

- Recruit and manage Join The Journey (JTJ) writers and editors, staying on top of deadlines
- Plan and host JTJ writer and editor trainings
- Assist in developing a new reading plan and promotional items for the launch of JTJ each year
- Oversee the online Content Management System, read and approve comments, and work with the Watermark IT team to make any enhancements or improvements needed
- Manage online registration and small group rosters for Summit Men's Bible Study
- Manage Summit promotions with the Communications team (WM News, Sunday announcements, website updates, social media promotion etc.)
- Help develop Summit curriculum, edit Powerpoint Slides, and order any additional resources
- Coordinate Summit leader's meetings and an annual Men's Breakfast, including catering, AV needs, speakers, etc.
- Support the Equipping team by managing the budgeting process each spring, plan and organize team gatherings, serve as the team representative for CLC and all other internal and external communications, and keep the team on track for all projects and deadlines

Markers of an Ideal Candidate:

- Strategic thinker
- High capacity and a multi-tasker
- Flexible and adaptable
- Detail oriented
- Quick learner and a self-starter
- Able to write, edit, and proofread well
- Warm, hospitable, and joyful in demeanor