



# Communications Coordinator and Writer

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 consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Communications Coordinator and Writer

**FLSA STATUS:** Exempt

**DEPARTMENT:** Communications

**TIME REQUIREMENTS:** Full-time; in-person

**REPORTS TO:** Lead Communications Coordinator

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

**POSITION SUMMARY:** Responsible for building and championing certain internal Watermark ministry teams by serving as the conduit between ministry teams and the creative disciplines to determine creative strategy, coordinate efforts to ensure communications needs are met, and write and edit content that reflects our vision and brand standards for both marketing and communications purposes.

## POSITION RESPONSIBILITIES:

- Works with ministries to champion their communication needs, coach them toward better, more strategic communication, and integrate them into Watermark's channels and processes
- Shepherds communication initiatives through the entire creative process, including strategy, development/production, feedback, quality control, implementation, and measurement
- Collaborates with project managers for the creative disciplines (graphic design, social media, photography, film, etc.) to set strategy, direction, and timeline for creative needs
- Maintains constant knowledge of status, priority, and next steps of all communication workflows of their assigned ministries and communicates status with stakeholders
- Upholds Watermark's brand guide and written standards to effectively proof written pieces of content
- Understands Watermark's brand tone of voice to craft original written content, including Watermark News stories, ministry theme line and messaging, and various other communication projects
- Participates in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

## QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- 2-4 years of experience in account/brand management or marketing coordination
- Understands the creative process and what graphic designers, photographers, and filmmakers need to be successful
- Background in writing or editing marketing and communication content (e.g., stories, articles, etc.)
- Exemplary Christ-follower, strategic thinker, strong communicator, content writer, discerning decision maker, initiative taker, problem solver, collaborator, organized, attentive to details, adaptable, thrives in a fast-paced environment, can juggle multiple projects simultaneously