



Content Project Manager 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: Content Project Manager

FLSA STATUS: Non-exempt

DEPARTMENT: Communications

REPORTS TO: Lead Project Manager

POSITION SUMMARY: Responsible for the management and coordination of all content projects. Collaborate with Project Managers, Communications Coordinators, and Channel Managers to oversee the process for all written content projects. Project manage the content team and oversee and organize all writer workloads. High organizational ability and attention to detail required.

SPIRITUAL GIFTS:

- Organization
- Discernment
- Collaboration
- Encouragement

POSITION RESPONSIBILITIES:

- Oversee the process for all written content projects including: Watermark, Watermark Resources, re:generation Recovery, and re|engage platforms
- Project manage the content team and oversee workloads for writers
- Oversee blog channel management
- Lead a weekly content meeting with the content team
- Oversee all feedback and approvals for written content with Communications Coordinators
- Collaborate with Project Managers on all communications initiatives
- Integrate all content projects with Channel Managers
- Proactively collaborate to cross promote content on various channels
- Organize and oversee the Content Development Calendar
- Oversee all requests regarding external use of resources or content
- Oversee and manage volunteer writing team and projects
- Work with writing team on editing
- Oversee the print process for custom and curriculum projects

ESSENTIAL SKILLS AND EXPERIENCE:

- 2+ years of experience in project management or content development
- Bachelor's Degree in related field (advertising, communications, marketing, digital media, or similar)
- Background in writing and editing
- Familiarity with project management and organizational tools
- Extreme attention to detail and collaboration in team environments

MARKERS OF AN IDEAL CANDIDATE:

- Passionate about Watermark and the broader Church
- Must be a Watermark Member or willing to pursue membership at Watermark
- Excellence in organization and process
- Familiar with the Watermark voice and Watermark content
- Soft skills: Flexible, positive, detail-oriented, good communicator, works well on a team, thrives in a fast-paced environment, can juggle multiple projects simultaneously