



# 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

**MISSION OF WATERMARK COMMUNITY CHURCH:** To call all people to be fully devoted followers of Christ.

**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
- Excels at prioritizing workload, meeting deadlines, and managing multiple projects simultaneously
- Detail-oriented and excellent organizational skills
- Strong project management 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 and processes
- Experience with project management software like Asana, is a plus
- Writing skills are a plus
- Salesforce experience is a plus

## **POSITION RESPONSIBILITIES:**

- 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.
- Support Watermark Resources conferences in specialized roles as needed, such as survey development & analysis, webinar technical support, developing CLC breakouts, document & slide editing, and AV tech. In addition, be an 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.
- Coaching support for churches interested in (or operating) the Merge and/or Foundation Groups ministries. This includes helping churches evaluate these ministries, coaching them to successful launches, and providing on-going support.

**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.*