



## Job Opportunity

# Marketing & Communications Coordinator

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|-------------------|--------------------------------|
| <b>Location</b>   | Houston area (TX), Hybrid      |
| <b>Department</b> | Marketing & Communications     |
| <b>Supervisor</b> | VP, Marketing & Communications |
| <b>Type</b>       | Salaried, Full-time            |

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## JOB PURPOSE

The Marketing & Communications Coordinator will assist Marketing and Communications team members with the development of various content and media including marketing campaigns, donor reporting, print and web collateral needs, and furthering the Living Water brand as we tell our story, and engage in marketing and fundraising efforts in support of Living Water objectives and initiatives.

## CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

## KEY TASKS AND RESPONSIBILITIES

- Responsible for developing different areas of content and media.
- Support and distribute email campaigns, report writing, direct mail pieces, web page copy, print materials, ad copy, etc.
- Write articles and post various Living Water International publications, both in print and digital platforms.
- Support social media platforms.
- Other duties as assigned in support of Marketing & Communications annual Production or Communications Calendars.

## EDUCATION / EXPERIENCE / SKILLS

- Minimum of 1-3 years of relevant experience
- Bachelor's degree in related field
- Exceptional written and oral and communication skills
- Strong grasp of AP Style, with the ability to tailor writing to various media channels
- Experience in a collaborative working environment
- Excellent organizational awareness and skills
- Proficient in Microsoft Office products
- Detail-oriented and able to manage stress in a healthy manner

- Preferred, but not required: fundraising and/or sales experience, web publishing, Salesforce or CRM experience

## More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

## We Offer

- Generous PTO, vacation, and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, STD, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program
- Casual dress code

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