



Job Opportunity

Communications Specialist

Location	Houston area (TX), Hybrid
Department	Marketing & Communications
Supervisor	Communications Director
Type	Salaried, Full-time

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JOB PURPOSE

The Communications Specialist supports our communication strategies by creating and managing impactful content across various platforms. As a key member of the Communications team, you will be an adaptable storyteller, meticulous editor, collaborative team player, and self-starter, excelling in a dynamic environment while managing multiple priorities. Working closely with the Communications Director, you will also help maintain a yearly production calendar and support timely impact reporting. This position may also take on communications initiatives that are still in development, allowing for creativity and innovation.

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

- Write and edit a variety of narrative reports that effectively communicate Living Water's impact to supporters, staff, and other stakeholders
- Develop and share internal communication updates
- Create engaging social media content, including short-form videos, graphics, and captions, while assisting in calendar and account management
- Research, interview sources, and write a variety of content for Living Water's Annual Review, blog content, and other print and digital publications as needed
- Uphold and enhance Living Water's brand voice and standards across all communication channels
- Contribute to public relations efforts by supporting campaigns and preparing press material as needed
- Actively seek opportunities to further our mission through creative initiatives, driven by a strong desire to make a difference

EDUCATION / EXPERIENCE / SKILLS

- Bachelor's degree in communication, journalism or related field
- Minimum of 1-3 years of relevant experience
- Exceptional oral and written communication skills, including meticulous attention to detail in writing and editing
- Proficient in creating engaging social media content and familiarity with content management systems
- Strong grasp of AP style, with the ability to tailor writing to brand-specific exceptions
- Proficient in Adobe InDesign, Photoshop, and Lightroom (preferred)
- Proficient in short-form video editing (preferred)
- Familiarity with CRM platforms like Salesforce (preferred)
- Ability to work collaboratively and individually
- Excellent organization, project, and time management skills
- Work effectively across teams and capable of building relationships
- Proven track record of volunteering or advocacy work is preferred

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 17 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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