

Job Opportunity



Competitive

Position: Marketing/Communications Director

Job Vacancy Notice#: RC-02-06

Location: The Rock Church – Communications Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: January 24, 2006

Closing Date: Open Until Filled

1st Cut-off date 31 January 2006

Area of Consideration: All Sources

Brief Description of Major Duties:

Ensures quality control and compliance with Rock standards for all out going correspondence marketing materials and communications pieces. Responsible for obtaining and managing all copyright licenses for published works related to the Rock and Rock Academy. Oversees all marketing and promotion request processes to include graphic design and placement when applicable. Oversees all public relations to include media requests and interviews. Responsible for creating content and messaging, and/or editing a range of materials that include brochures, mailers, ads, and web content for marketing, communications and public relations. Oversees/creates presentations for both internal and external audiences at various levels including senior management. Contribute to branding and marketing messages across all Rock entities to ensure consistency of brand identity and messaging through advertising, promotions, presentations, web and collateral materials. Oversees the development of advertisements, flyers, public relations pieces, news releases and newsletters for the Rock. Develops and implements strategic marketing and promotions plans that encompass the Rock Church/Academy events and ministries. Establish and maintain a yearly departmental budget. Works with the Executive Pastor in setting the short- and long-term strategic objectives while providing the management necessary to achieve the goals of the organization. Identifies the strategic objectives for the communication and marketing components and communicates those objectives to subordinates. Maintains an environment in which manpower training, turnover and growth adequately match the organization's needs. May confer with customers to evaluate and promote possibilities for improved and expanded marketing of Rock programs. Surveys functions of the communications department to avoid duplication of efforts and recommends curtailment, extension, modification, or initiation of new procedures. Prepares and releases reports, studies, and publications to promote public understanding of and support for the Rock Church.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Bachelors degree in Communication, Journalism, Business or English is preferred but not required. Must have at least three years marketing, communications or public relations experience. Must possess outstanding writing skills with business, marketing and public relations. Strong project management skills and the ability to execute multiple projects simultaneously. Ability to complete projects with tight/short deadlines. Ability to take the initiative in researching, proposing, and championing new and better ways of communicating messages and brand value. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation. Excellent Microsoft Excel, Word and PowerPoint skills. Strong organization, delegation, and communication skills. Proficient in MS Windows operating systems, Word, Excel, Outlook, PowerPoint, and basic internet usage. Maintains a Class C driver's license and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less that two DMV points on driving

record). Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church (or willing to transfer membership to the Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply: visit the website at www.therocksandiego.org to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.