



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Marketing & Communications Assistant**

Reports to: **Marketing & Communications Manager**

Position Status: **Full-Time Exempt**

Department : **Marketing & Communications**

Effective: **January 2011**

Replaces: **All previous**

Position Number: **RC - 02 - 11**

Posting Date: **January 7, 2011**

1st Closing Date: **January 14, 2011**

Position Summary: The Marketing and Communications Assistant will be responsible to assist the Marketing and Communications Department in various administrative duties including budgeting, reporting, media placement, promotion scheduling, customer service and other clerical duties. The Marketing & Communications Assistant works under the direct supervision of the Marketing & Communications Manager.

Job Responsibilities and Duties:

1. Responsible for various administrative duties to keep the department organized and maintain an efficient work flow.
2. Organizes and maintains files, agendas, records and contracts.
3. Maintains calendar in order to ensure effective time management; schedules appointments, meetings and conference calls.
4. Assists in the coordination of the creative process, which may include bidding print jobs, assigning projects to designers, creative brainstorming, project trafficking and proofreading.
5. Maintains request systems for the marketing and creative service team.
6. Provides customer service to departments/ministry leaders with proactive communication and status updates.
7. Composes and types routine correspondence; prepares outgoing mail, including email and faxes.
8. Develops and maintains spreadsheets of strategic information; with a strong focus on organization, accuracy, and presentation quality.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Marketing & Communications Manager.

Job Skills and Requirements:

1. Bachelor's degree (B. A.) from four-year college or university; or three to four years related experience and/or training.
2. Demonstrated competence in MS Word and Excel, particularly related to charts, tables, and graphs, presentation-quality reports, and highly-organized data.
3. Ability to read, analyze, and interpret relevant business, professional and financial documents, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals, and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.

5. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Proficient in MS Window operating system.
8. Strong verbal and written communication skills. Legible writing skills.
9. Strong organizational skills.
10. Self-motivated and flexible.
11. Ability to work independently or in a team-oriented environment.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.