



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Retail Sales-Marketing Associate**

Reports to: **Retail Manager**

Position Status: **Part-Time, Non-Exempt**

Department: **Operations/Rockpile Bookstore**

Effective: **April 2010**

Replaces: **All previous**

Position Number: **RC-14-10**

Posting Date: **April 26, 2010**

1st Closing Date: **May 3, 2010**

Position Summary: The Retail Sales-Marketing Associate directs the operating activities of all retail operations in a manner that will honor God, ensuring the highest ethical standards. The Retail Sales Marketing Associate reports to the Retail Manager.

Job Responsibilities and Duties:

1. Reports directly to the Manager and Assistant Manager.
2. Identify new marketing strategies to drive sales and to achieve these goals. Ensure exceptional in-store experiences for our customers, building and maintaining relationships.
3. Establish brand identity through store presentation; merchandise management, and marketing strategies.
4. Learn and instill the culture, organization, operations processes and policies at store level.
5. Attend bi-monthly leadership meetings, Marketing and Communications Meetings, volunteer trainings and appreciation events.
6. Develop a 12 month promotional plan.
7. Meet regularly with staff and ministry leaders providing ministry resources.
8. Assist with special events and promoting of events.

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 Retail Manager.

Job Skills and Requirements:

1. Ability to manage part-time staff and volunteers, including their schedules.
2. Experience with QuickBooks Accounting software desired but not essential as training will be given.
3. Flexibility to work weekends and alternative hours coinciding with Church related events.
4. Ability to think promptly and professionally.
5. Experience in conflict resolution.
6. Hands-on PC compatible computer knowledge, understanding and skill.
7. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage and QuickBooks.
8. Basic typing (30 wpm).
9. Good verbal and written communication skills. Legible writing skills.

10. Good organizational skills.
11. Self-motivated and flexible.
12. Ability to recognize and maintain confidentiality as appropriate.

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 50 lbs (with or without assistance). This position also may require long periods of standing up and walking.