

Job Opportunity



Competitive

Position: Marketing & Communications Coordinator

Job Vacancy Notice#: RC-15-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 11 April 2008

Closing Date: 18 April 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The Marketing & Communications Coordinator will facilitate and coordinate, in a customer service oriented manner, all aspects of communication needs for assigned clients and projects as well as to participate in departmental objectives and projects. Reports to the Marketing & Communication Manager (and Director as needed).

Qualifications & Requirements: Coordinates all communication/marketing needs for assigned accounts. To include initiating year planning, campaign implementation, as well continued client relationship building. Project manages marketing/communications projects from concept to delivery as assigned by the Marketing & Communication Manager. This may include but not limited to, print media, internal communication, signage and web content Ensures quality control and compliance with Rock standards for assigned communication or marketing projects. Assists in the coordination of the marketing and promotion request, which includes maintaining a promotional calendar, reviewing submitted content and submitting content/project to Marketing & Communication Manager for approval. Participates in web content management and maintenances.

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 (and Director as needed).

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). BA degree in Communication, Journalism, Business or English is preferred but not required. Must have at least 3-year marketing/communications experience. Must possess outstanding business writing skills. 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. Pleasant, professional personality and appearance. Strong organization, delegation, and communication skills. Strong writing/editing skills. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. 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. Regular attendee of 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 please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org . Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.