



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Creative Services Writer**
Reports to: **Creative Services Manager**
Position Status: **Regular Full-Time Exempt**

Department: **Marketing/Communications**
Effective: **July 2010**
Replaces: **NA**
Position Number: **RC-26-10**
Posting Date: **July 26, 2010**
1st Closing Date: **August 2, 2010**

Position Summary: Under the supervision of the Creative Services Manager, the Creative Writer's responsibilities consist of the creation and/or development of all types of creative writing. The Creative Writer will be responsible for developing copy for marketing campaigns, routine announcements, special events, products, and a variety of promotional and support material. Projects include internal and external communications such as brochures, articles, devotional studies, bios, letters, web content, and scripts for TV and Radio. Responsibilities will also include managing a team of volunteer writers/journalists and selecting subject matter based on personal or public interest.

Job Responsibilities and Duties:

1. Works in team environment but also works independently for a significant amount of the time.
2. Consistently produces superior creative work at a quick pace and reviews materials throughout the various stages of development.
3. Stays current with the cultural zeitgeist and trends.
4. Develops new concepts and writes with flair and creativity.
5. Multi-tasks and carries out responsibilities with a strong focus on the necessary deadlines.
6. Performs factual research, verifies factual content, and conduct interviews via phone, email, or in person.

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

Job Skills and Requirements:

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. Bachelor's degree in Communication, Journalism, Business or English is preferred but not required.
3. Must have at least three years of marketing/communications experience.
4. Have 5+ years advertising or marketing copywriting experience for both print and web media.
5. Must possess outstanding business writing skills, editing skills.
6. Must be detail-oriented.
7. Ability to take the initiative in researching, proposing, and championing new and better ways of communicating messages and brand value.
8. Must possess a strong work ethic and efficient time management skills.
9. Strong project management skills and the ability to execute multiple projects simultaneously.
10. Ability to complete projects with short deadlines.

11. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
12. Experienced in conflict resolution.
13. Excellent Microsoft Excel, Word and PowerPoint skills.
14. Pleasant, professional personality and appearance.
15. Able to work independently or in a team-oriented environment.
16. Self-motivated and flexible in nature to handle other duties and special projects as needed.
17. Able to think clearly under pressure.

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

Employment At-Will:

All employees of The Rock Church are at-will, 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.