

## Job Opportunity



## Competitive

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**Position:** Communications and Marketing Coordinator    **Job Vacancy Notice#:** RC-33-05

**Location:** The Rock Church – Communications Department

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** 2 December 2005

**Closing Date:** Open Until Filled

**1<sup>st</sup> Cut-off date 9 December 2005**

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The Communications and Marketing Coordinator will facilitate and coordinate in a customer 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 Communications Director. Coordinates all communication/marketing needs for assigned accounts. To include initiating year planning, campaign development and implementation, as well continued relationship building. Project manages marketing/communications projects from concept to delivery as assigned by the Communications Director. This may include, print media, internal communication, signage and/or 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 may include maintaining a project calendar, reviewing submitted content and submitting content/project to the Communication Director for approval. Participates in public relation functions such as, preparing and sending press release, coordinating/facilitating media requests and attending appropriate functions.

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Degree in Communication, Journalism, Business or English is preferred but not required. Must have at least 1 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. Member of the Rock Church

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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](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or 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.*