



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Marketing and Communication Coordinator**
Reports to: **Marketing and Communication Manager**
Position Status: **Full-Time, Exempt**

Department : **Marketing & Communication**
Effective: **October 2010**
Replaces: **All previous**
Position Number: **RC - 39 - 10**
Posting Date: **October 1, 2010**
1st Closing Date: **October 8, 2010**

Position Summary: The Marketing and Communication Coordinator will facilitate and coordinate all aspects of communication needs for assigned clients and projects in a customer oriented manner as well as participate in departmental objectives and projects. The Marketing and Communication Coordinator works under the direct supervision of the Marketing and Communication Manager.

Job Responsibilities and Duties:

1. Coordinates all communication/marketing needs for assigned accounts, to include initiating year planning, campaign implementation, as well continued client relationship building.
2. Project manages marketing/communications projects from concept to delivery as assigned by the Marketing and Communication Manager. This may include but not limited to, print media, internal communication, signage and web content.
3. Ensures quality control and compliance with Rock Church standards for assigned communication or marketing projects.
4. 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 and Communication Manager for approval.
5. 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 and Communication Manager.

Job Skills and Requirements:

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. BA degree in Communication, Journalism, Business or English is preferred but not required.
3. Must have at least 3-year marketing/communications experience.
4. Must possess outstanding business writing skills.
5. Strong project management skills and the ability to execute multiple projects simultaneously.
6. Ability to complete projects with tight/short deadlines.
7. Ability to take the initiative in researching, proposing, and championing new and better ways of communicating messages and brand value.
8. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
9. Excellent Microsoft Excel, Word and PowerPoint skills.

10. Pleasant, professional personality and appearance.
11. Strong organization, delegation, and communication skills.
12. Strong writing/editing skills
13. Self-motivated and flexible in nature to handle other duties and special projects as needed.
14. Experienced in conflict resolution, ability to think clearly under pressure.
15. 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.