



JOB DESCRIPTION

Position: **Creative Services Manager**
Reports to: **Executive Director & MarCom Liaison**
Position Status: **Part-time, Non-exempt**

Department : **Miles Ahead**
Effective: **August 2010**
Replaces: **New Position**
Position Number: **RC - 30 - 10**
Posting Date: **August 2, 2010**
1st Closing Date: **August 9, 2010**

Position Summary: The Creative Services Manager is responsible for assisting in marketing and communication strategy as well as designing and managing various websites for Miles Ahead. This position reports directly to the Executive Director and MarCom Liaison.

Job Responsibilities and Duties:

1. Assist in branding Miles Ahead and DSW effectively and consistently.
2. Work with the MarCom liaison in conceptualizing, designing and producing marketing materials for Do Something World Strategy.
3. Manage and improve overall design and usability of www.dosomethingworld.org and www.milesahead.com and event websites that are progressive and cutting edge.
4. Create and manage production of content for the Do Something World and Miles Ahead websites by updating stories, announcements, videos, photos, and other dynamic areas of the website.
5. Create new designs and improve existing designs so that they are attractive to end users, align with Miles Ahead and DSW messaging, and have logical navigation systems.
6. Coordinate and lead a team of volunteers that are skilled in social media, graphic design, web design and other talents needed.
7. All responsibilities should be consistent with our vision, "Pervasive Hope".

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 Executive Director and MarCom Liaison.

Job Skills and Requirements:

1. Christ-centered behavior, i.e., treating people with respect, grace and integrity at all times.
2. Fun, loving personality (i.e., interacting with staff and good customer service).
3. Required: Strong proficiency with Adobe CS, HTML and CSS.
4. Strongly desired: Extensive knowledge and experience with Adobe Flash, Adobe Illustrator and InDesign.
5. Demonstrated ability to work well under short deadlines, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
6. Must be self-motivated and able to take a task or project through completion with strong organizational skills.
7. Excellent attention to detail and accuracy, including excellence in oral and written communications.
8. Ability to recognize and maintain confidentiality as appropriate.
9. 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.