



JOB DESCRIPTION

Creative Content Coordinator Weekend Experience Department

Reports To: Creative Content Manager
Category of Employment: Support Staff, **Full-Time**
Payroll Status: Salaried, Exempt
Office Hours: Minimum of **40 hours per week**

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively overseeing distribution of all communications in printed and digital formats.

Minimum Qualifications

1. **Experience:** Minimum of two (2) years' experience in a Communications, Marketing or Public Relations field.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university ideally with an emphasis in Public Relations and or Marketing. Consideration will be given to candidates who proven experience and demonstrated proficiency in the field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent leadership, organizational, administrative and interpersonal relational skills. Candidate must have a passion to serve Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of a Bible believing and teaching church

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Assist with meeting team/ministry goals and objectives as directed by the Creative Content Manager
 - Assist with the recruitment, training, scheduling and equipping of volunteers for the ministry.
 - Assist with the preparation and tracking of budgets including reporting expenses and notifying the Creative Content Manager of any budget concerns.
 - Facilitate open lines of communication between members of the Communications team and other ministries.
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participate in monthly "All-Staff Meetings", as well as called departmental meetings, team meetings and other required staff events.

2. Specific ministry duties and responsibilities:
 - Work with the Creative Content Manager to develop and execute communication strategies that support the CCC mission. Duties to include but not limited to writing copy, developing Press Releases, coordinating with the design and video teams, proofing materials, production of materials, distribution strategies for printed and digital assets and development of official talking points.
 - Write, edit, proof and distribute content for printed and digital communications and marketing for CCC including but not limited to newsletters, magazines, bulletins, websites, applications, posters, banners, flyers, advertisements and press releases.
 - Assist with the gathering of information for and writing of all announcements in services, on the web and social media.
 - Assist with the management of the website to ensure that the website is visually appealing, easy to navigate, and provides clear and accurate information to potential visitors, newcomers and church attendees.
 - Coordinate the gathering and telling of life-change stories through digital and online platforms.
 - Assist with administrative collaboration of the graphic design team to create visually appealing, compelling, and accurate print and digital pieces to promote sermon series, ministry and outreach events, and conferences.
 - Assist with the acquisition, operation, and inventory of all team equipment.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member

Date

Job Description Approved: DLM (HR Initials) _____ (DH Initials)

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