

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Creative Content Coordinator	CENTRAL – Worship Experiences (WE)	Executive Pastor of WE*
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	07/27/2021 - cdb

POSITION SUMMARY

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

SKILL SET

Detailed: Extreme attention to detail with a high degree of accuracy
Thinker: Forward thinker who is able to anticipate needs and offer creative solutions
Initiative: Servant hearted, who is a quick learner with the ability to manage multiple projects simultaneously while meeting deadlines

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions and specific ministry duties and responsibilities include, but are not limited to the following:

- Assist with the recruitment, training, scheduling, and equipping of volunteers for the ministry
- Facilitate open lines of communication between members of the Creative Content Team and other ministries of CCC
- Work with the Creative Content Manager* to develop and execute communication and marketing strategies that support the CCC mission
- Work collaboratively alongside the Creative Content Team in the creation and distribution of print and digital pieces for weekend services, ministries, events and conferences, and marketing efforts
- Assist with the management and moderation of all Compassion Digital and Online Experiences (App, Podcasts, Social Media Accounts, Websites, YouTube, etc...). Ensure that these experiences are visually appealing, easy to navigate, and provide clear and accurate information to potential visitors, newcomers, and church attendees
- Write, edit, proof, and distribute content for printed and digital communications and marketing for CCC including but not limited to weekend service content, websites, apps, special creative projects, and press releases

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.

MINIMUM QUALIFICATIONS (EXPERIENCE AND EDUCATION)

- Minimum of two (2) years' experience in an Administrative Art/Design, Communications, Marketing, or Social Media field

- Minimum of a bachelor's degree from an accredited college or university; ideally with an emphasis on Art, Communications, Marketing, or Social Media Marketing. Consideration will be given to candidates with proven experience and demonstrated proficiency in field

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up for activities and events
- Operation of church vehicles

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an 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 Compassion Christian 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.

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 Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____