



JOB DESCRIPTION

Position Title: Marketing Assistant
Reports To: Marketing Director
Campus: Mesa

Status: Part-time; Non-exempt; 28 hours/week

Position Summary: The Marketing Assistant is a highly-motivated individual with experience in organization, administration, and written and verbal communication. Knowledge or experience from the marketing or creative world is a plus. Will interact regularly with the Marketing Team, Weekend Arts Team, vendors, and ministry leaders to keep the flow of marketing and projects on track. Will also undertake daily administrative tasks to ensure the functionality and coordination of the Marketing department activities. Shall be a key member of the Marketing team, and as such, should be proactive, innovative, and excited about helping provide excellent marketing experiences for Central's guests and ministries.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

➤ Ministry Marketing Support

- Partner with ministry leaders in marketing for ministry brand and event promotion by managing marketing projects:
 - Receive marketing requests and respond in a timely manner
 - Research vendor pricing and acquire quotes
 - Communicate project updates to ministry leads
 - Process reordered items
- Build strong relationships with outside vendors ensuring excellent and timely print order and distribution.
- Manage the distribution and installment of print, signage, and more for Central ministries.
- Submit and process billing and invoicing for marketing orders.
- Provide communication support in the form of proofreading, writing content, and coordinating mass communication efforts.

➤ Office Support

- Handle various Marketing Team administrative tasks.
- Schedule appointments, meetings, rooms, and vans for ministry activities.
- Order office supplies and materials.
- Other duties as assigned.

➤ Knowledge, Skills and Experience Required:

- Excellent written and verbal communication abilities
- A good customer service attitude
- Administrative and organized
- Able to work in a fast-paced, deadline-driven environment, and demonstrates flexibility in last minute changes
- Detail-oriented
- Proficient in Microsoft Office

Leadership Competencies:

- Interpersonal Savvy - Relates openly and comfortably with people across levels, faiths and cultures. Can build rapport in a friendly and accepting way. Understands how to act with diplomacy and tact.

- Organizational Savvy - Is sensitive to how people and teams function. Maneuvers comfortably through complex processes and people-related dynamics.
- Multi-Tasker - Able to work multiple projects simultaneously while remaining detail-oriented.
- Situational Adaptability - Adapts demeanor in real time to match the shifting demands of different situations. Has high change management skills.
- Instills Trust - Gains the confidence and trust of others through honesty, integrity, and authenticity. Is seen as truthful and confidential.
- Action Oriented - Takes new opportunities and tough challenges with a sense of urgency. Displays a can-do attitude in good and bad times. Steps up to handle tough issues.

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Staff Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.