

Concord Church Position Description
Job Title: Marketing Coordinator
Reports to: Assigned Pastor/Director
Updated: November 20, 2015
Exempt (Administrative Exemption)

General Summary

The position manages all aspects of ongoing ministry programs including planning, organizing, volunteer staffing, leading, and controlling program activities for the assigned Marketing & Communications Team and Production.

The Marketing Coordinator exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Plan, organize, and execute all ministry programs and activities on behalf of the Director, Marketing & Communications and Production.
- Partner with the Director, Marketing & Communication to develop ministry event budgets, establish controls to ensure that events are produced within or below budget.
- Monitor ministry budget on a monthly basis, collaborate with the Finance Department to ensure that all accounts payable requests and donations received are processed in a timely manner.
- Develop ministry program frameworks and checklists that include a step-by-step task list and activity timelines.
- Create forms and processes to document ministry program activities, volunteer requirements, and attendance.
- Communicate with volunteers on events, schedules, expectations, and training requirements/opportunities.
- Manages all event training, activities, and files for the ministry.
- Collaborate with the Fund Developer/Grant Writer to explore possible ministry activity funding.

- Provides feedback on ministry programs, activities, and events and makes suggestions for continuous process improvement.
- Set up tracking systems for marketing activities
- Prepare reports by collecting and analyzing data
- Collaborate with Graphics Designer and Director, Marketing & Communications on promotional materials and activities
- Attends and successfully completes all training as required by Concord Church.
- Performs other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no supervisory responsibility.

Education and Experience

This position requires a minimum of a Bachelor's degree. A Master's degree is preferred but not required. A minimum of 3 years of ministry coordination or event planning/management experience is required.

Physical Requirements

An employee in this position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers (both at the main church and at remote locations). Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

Travel Requirements

This position occasionally works at a venue outside of the church. A valid Texas drivers' license and acceptable motor vehicle record is required.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.