

## JOB DESCRIPTION

**Job Title:** Marketing and Digital Content Producer (Communications)

**Department:** Creative

**Manager/Director:** Worship Pastor and Operations Director

**Time Required:** Monday – Thursday 9am-4pm

**Level:** Full Time/Part Time

**Date Prepared:** 8.30.18

**Salary:** Based on Experience

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### **I. Purpose of the Job:**

This position will devote energies and action to assisting in the implementation of the mission and vision through providing effective communication to those within the church and to those in our community. The essential function will be to oversee anything someone might read, touch, or click beyond the worship music and message and to ensure daily function of the church office. The primary role is to curate, create and direct all communications media for our church in collaboration with the Lead Pastor, including: print, digital, social, graphic, email and video media.

### **II. Experience and Knowledge Required:**

- Portfolio of past projects
- Associates degree in Mass Media, Advertisement, or mass communication
- Past Marketing and or communication experience
- Proficiency in the use of all technical production equipment

### **III. Essential Functions and Responsibilities:**

- Partner with the staff and ministry leaders to identify and develop marketing and communication strategies for all church initiatives and events with the congregation and community.
- Write, copy, and manage publication of printed materials, including newsletter, signage, monthly and annual events and all digital communication.
- Work with support staff communication and connection with the church calendar.
- Be the key owner of the website and all social media communication.
- Participate in meetings and trainings that collaborate and generate information that communicates the mission and vision of CityGate to the congregation and the greater Cincinnati community.
- Maintain current knowledge of best practices in the field of church communications and marketing.
- Navigate and create graphic development and major social media platforms
- Experience in managing servant volunteers for the purpose of receiving data and copy
- Detail oriented
- Passion for providing administrative and media driven support to church and staff

### **IV. Employee's possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
- Evident call of God on life to full time Ministry and to the vision/mission of CityGate Church