



Our passion is to first experience, then share, the life-changing love of God!

**Job Description Competency Assessment:
Peer Feedback Form
Marketing & Social Media Coordinator**

Overview: The Marketing & Social Media Coordinator provides clerical and administrative support to ministry leaders through communication, social media, and promotions of all church related business.

This position is part time, .25 FTE.

Reports to: Office Manager

Cedarbrook Employees are expected to regularly demonstrate:

- ◆ TEAMWORK
 - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
- ◆ DEVELOPING SELF/OTHERS
 - Actively pursues Cedarbrook core values: Relationships, Excellence, Acceptance, Lifechange, Laughter.
- ◆ INNOVATION
 - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change.
- ◆ CEDARBROOK MISSION
 - Actions and interactions demonstrate and promote Cedarbrook mission.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Specific Duties:

1. Facilitates church communications & marketing:
 - a. Designs & publishes materials for weekly program, brochures, postcards and other communication pieces for Cedarbrook ministries.
 - b. Designs & publishes electronic communications, including but not limited to the weekly e-newsletter.
 - c. Responsible for updating Cedarbrook's webpage, the Cedarbrook Connect App and all social media platforms with current ministry information.
 - d. Promotes church events to the community as appropriate through community calendars, social media, etc.
 - e. Designs & publishes Sunday's preservice powerpoint presentation loop and announcements powerpoint.
 - f. Provide the Sunday morning bumper video in coordination with the current sermon series.
2. Maintains records for e-newsletter contact database.
3. Performs special projects as directed by Office Manager or Executive Pastor.

Requirements: These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regular Attendee of Cedarbrook Church preferred.
2. High school diploma.
3. One year marketing experience.
4. Experience with MS Office Products, including Word, Excel and Publisher.
5. Experience with or aptitude for learning web-based programs and website management.
6. Ability to contribute as a positive and effective team member.
7. Exhibited organizational, communication and interpersonal skills. Detail oriented. Strong time management skills.
8. Ability to apply common sense understanding to carry out detailed written or oral instructions.

Compensation: Commensurate with experience. Includes paid time off.

To apply: Read through the website and then send us your resumé, along with a one page cover letter telling us why you think you are a good match for this position. E-mail applications are acceptable. Send to administrator@cedarbrookchurch.net, no later than **May 3, 2017**.