



## Job Description

**Position:** Copywriter/Marketing Coordinator

**Reports to:** Executive Director of Central Ministries – Darcy Ruscitti

**Schedule:** Part-time (1,200 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt

**Employment Classification:** Coordinator/Manager (C)

### Overview:

At The Compass Church, we believe God gives talent, enthusiasm, and passion that can be used in and through our Communications Department. We are looking for someone with excellent writing and digital media skills to be our in-house copywriter and lead our marketing efforts.

### Responsibilities:

- Write and edit content for a variety of projects (including print, web, mobile, video, and social media), working closely with the design teams to brainstorm ideas, develop concepts, and articulate messaging.
- Lead market research for the Communications Team which includes use of analytics and findings to form strategies for projects.
- Use research findings to lead prime marketing opportunities for The Compass Church surrounding, Christmas, Easter, and other large church events and Campus initiatives.
- Regularly review and edit website content.
- Lead social media, Compass app, YouTube, Google strategy and execution.
- Lead social media and photography volunteers for Communications Dept projects.
- Support CompassOnline digital marketing, strategy, and training.
- Train appropriate Compass staff on social media guidelines.

### Strengths Needed:

- Good communication skills, both verbal and written.
- Keen eye for detail and appreciation of great design.
- Good grasp of teamwork, interpersonal skills, and effective administrative processes in a professional environment.
- Willingness to be flexible for random projects that arise in a fast-paced, high-volume department.

### Additional Requirements:

- Attend weekly Communications Team meetings.
- Attend monthly All-Staff meetings when available.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Attend The Compass Church weekend worship services on a regular basis.

- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.