

**Position Title:** Copywriter  
**Direct Report:** Brandon Harris  
**Average Hours Per Week:** 40

**Department:** Art  
**Campus/Team:** Central Support  
**Hourly**

**Position Summary:**

Collaborate with a creative team to deliver the words and verbal content that accompanies the visual elements.

**Position Responsibilities:**

- Write and deliver email campaigns
- Write creative blogs
- Write and deliver press releases
- Write weekend scripts
- Lay-up documents
- Put together Series-Overview documents
- Collaborate on and propose a promotional plan (MEGA,Pre/Post Slides)
- Proof written forms
- Check App/Online content to keep it up to date

**Position Requirements:**

- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

**Measurements:**

The Position will be evaluated by the following quantifiable measurements:

- List of quantifiable measurements

**Accountabilities:**

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times
- Additional Accountabilities