

CedarCreek Church – Job Description

Position: Director of Promotions
Reports to: Senior Director of Communications

Department: Arts
Campus/Team: Communications

Position Summary:

The Director of Promotions is responsible for coordinating with the Communications, Ministries, Campuses, Ministry Services, and Visual Media Teams to establish and maintain avenues and filters for promotion and project development:

- To help outsiders feel like insiders
- To make key stakeholders feel informed
- To serve the promotions and project development needs of CedarCreek Church with excellence

Position Responsibilities

- Uphold and advocate for Communication Vision, Values, and Standards on all print, digital, video, and spoken communication channels
- Coordinate the distribution of internal advertising & key stakeholder communications.
- Oversee the promotional calendar
- Coordinate weekend promotion placement
- Oversee writing, editing, filtering, & distributing communications as needed
- Keep CedarCreek Church's branding and messaging consistent across all mass communications
- Maintain clear lines of communication with the Project Manager of the Arts on tasks and deadlines
- Execute the Communications Department under the direction of the Senior Director of Communications

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Representing the Lead Team of CedarCreek Church to the staff, volunteers, guests and community
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

Accountabilities:

The Director of Promotions will also held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
- Maintaining good fiscal responsibility, stewarding resources with excellence.
- Maintaining unity within the Arts Department and across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, the Arts Department, and in the presence of guests, staff and volunteer leaders at all times.

Disclaimer:

Nothing in this job description restricts the right of the Director of Promotions' Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____/_____/_____
Director of Promotions Signature **Date**

_____/_____/_____
Direct Report Signature **Date**

_____/_____/_____
Executive Director Signature Date

cc.
Direct Report
Employee File