



JOB DESCRIPTION

Position Title: Creative Team Assistant
Reports To: Creative Director
Campus: Mesa

Status: Part-time; Non-exempt; 27 hrs/wk

Position Summary: The Creative Team Assistant is a highly-motivated individual with experience in organization, administration, and written and verbal communication. Knowledge or experience from the marketing or creative world is a plus. The CTA will interact regularly with the Creative Team, vendors, and ministry leaders to keep the flow of marketing and creative projects on track. The CTA will also undertake daily administrative tasks to ensure the functionality and coordination of the department's activities. The Creative Team Assistant is a key member of the Creative team, and as such, should be proactive, innovative, and excited about helping provide excellent marketing and creative experiences for Central's guests and ministries.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

➤ Ministry Marketing Support

- Partner with ministry leaders by receiving marketing requests, researching quotes, giving updates on projects, and responding to marketing inquiries in a timely manner.
- Organize creative and marketing projects through the Creative Team calendar.
- Build strong relationships with outside vendors ensuring excellent and timely print order and distribution.
- Manage the distribution and installment of print, sign, backlit, and more for all 5 of Central's campuses.
- Submit and process billing and invoicing for marketing orders.
- Provide communication support in the form of proofreading, writing content, and coordinating mass communication efforts.

➤ Office Support

- Handle various Creative Team administrative tasks.
- Schedule appointments, meetings, rooms, and vans for ministry activities.
- Order office supplies and materials.

➤ Other duties as assigned.

➤ Knowledge, Skills and Experience Required:

- Excellent written and verbal communication abilities.
- A good customer service attitude.
- Administrative and organized.
- Self-motivated
- Detail-oriented
- Proficient in Microsoft Applications

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Staff Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.