

JOB POSTING – Jan 2020

ROCKHARBOR Church

Creative Services Director

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA and Charlotte, NC. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About RH’s Creative Services ministry

RH Creative Services, which includes teams in social media, graphic design, photography, storytelling, and video, leads RH communities and those within RH’s sphere of influence by sharing and inspiring people into the main storylines of God’s movement through RH. RH Creative Services also has oversight of the RH brand, shares information, and provides resources to support RH’s campuses and ministries.

About the position

The Creative Services Director develops and implements a cohesive creative marketing strategy that serves both the unified values of Rockharbor Church, as well as its unique community expressions through the oversight and management of the Creative Services Team. This person will oversee the Graphic Designer, Content Manager and Visual Content Manager and will report to the Creative Director.

This position is a full-time [40 hours/week] position with benefits. Staff members are expected to adhere to RH’s leadership guidelines [which can be provided upon request].

RH All-Staff Requirements

- Attend weekly staff meetings
- Participation in all church events, relevant Campus-Specific events and holidays (such as Easter and Christmas Eve Services)
- One hour of “rock time” to be spent weekly in prayer for RH ministry
- Adhere to all leadership and employee guidelines as outlined in the employee Handbook
- RH endeavors to conduct developmental reviews on an annual basis on the anniversary of employment

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the attached job description in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to Corrine Smith at jobs@rockharbor.org
3. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
4. If your application is disqualified, you will be notified via email.

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Creative Services Brand Management

- Responsible for developing, implementing and managing strategic marketing plans
- Protect, maintain, and develop the Rockharbor brand in all forms of inside/outside communication
- Work in collaboration with Weekend Services team to ensure visual alignment and language by integrating into their existing weekly Campus staff meetings as well as monthly Creative Services/Celebration meetings.
- Visit Campus weekend services to take assessments and to experience the uniqueness of each campus
- Assist in onboarding new staff members/volunteers in their first month through the hosting of regular Creative Services Orientations, equipping and informing on systems, processes, available resources, guidelines, schedules, etc
- Ensure that all communications mediums are updated and aligned as it relates to campus and ministry support
- Work with staff contacts at campuses to:
 - Oversee the use and maintenance of all RH websites to include content, graphics, and video updates
 - Oversee the use and maintenance of weekly communication pieces such as the e-bulletin and weekend slides
- Develop and implement system of hardcopy filing and maintain current hardcopy file storage

Creative Services Project Management

- Oversee production of all communication pieces by setting and implementing parameters and deadlines from conception to execution
- Maintain the Creative Services project management calendar and handbook
- Maintain the Creative Services budget
- Act as the liaison between the Creative Services Team and all outside print vendors
- Develop and oversee standards of practice in print production, including file set up and formats, file submission process, file naming conventions, and fileserver organization

Creative Services Team Management

- Spearhead and drive Art Direction/Creativity, guiding and inspiring the Creative Services Team through creative vision and values
- Oversee and manage Creative Services Team through weekly one on one's and team meetings

Qualifications

- Intimate and growing personal relationship with Jesus Christ
- 3+ years' experience in either project management, art director or design
- Leadership, Organization and Time Management skills
- Skilled as a creative and strategic thinker
- Strong computer skills
- Cooperative and servant attitude

- Team player
- Strong communications and discretionary skills
- Willing to support policies and leadership of Rockharbor