

Concord Church Position Description
Job Title: HR/Marketing Coordinator
Reports to: Director of Human Resources & Marketing Director

General Summary

The primary purpose of this job is to provide daily administrative and clerical support to the Human Resources and Marketing Department. In addition this position establishes work priorities and assists in resolving problems related to the day-to-day operations.

Essential Functions

This position is responsible for the following essential functions:

- Manages and coordinates daily administrative operations including filing, answering phone calls, etc.
- Complete financial requisitions and room requisitions through Events U.
- Coordinate travel arrangements
- Reconcile monthly credit card charges, ensure invoices are paid on time, and maintain a monthly report of year to date expenditures
- Ability to research upcoming HR changes
- Review all HR related invoices for payments
- Maintain up to date Labor Law posters
- Run bi-weekly HR reports (staffing, compensation, and transitions)
- Maintain current salary surveys monthly
- Develop and maintain marketing archives including graphic design CDs, printed materials, etc.
- Maintain the internet website and blogs for Concord including intranet, face book, MySpace, twitter, streaming faith, etc.
- Assist with marketing research including surveys and compiling marketing databases (churches, etc).
- Assist with public relations by faxing press releases, etc.
- Maintain the weekly printing report and keep a total of each ministry's allocation.
- Other human resources and marketing duties as assigned.

Marginal Functions

- Act as marketing backup during absences and assist in the Copy Center, when needed, including putting together marketing packets.
- Prepare materials for training and meetings.
- Attend assigned meetings.

Skills/Equipment Operation Required

Typing a minimum of 50 wpm

Windows XP/2000

Intermediate to advance skills in Microsoft Office 2003 (word, excel, powerpoint), including Access and Publisher

Education and Experience

Minimum qualifications to fully satisfy job requirements include 3-5 years experience in an administrative assistant capacity and good organizational skills.

2-5 years of Human Resource/Marketing experience
Associates degree or 2 years college experience required
Detail oriented, self starter, multi-taker
Ability to maintain confidentiality
Ability to communicate well

Supervisory Responsibility - None

Budget Responsibility – None

Physical Activity

Position may require some climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, or fingering (typing, 10-key, etc.).

Position is classified as

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.