



Employment Opportunity

Events and Marketing Specialist Full-time

Job Objective

- Copywrite, edit, or proof written communications for Hebron Church
- Layout booklets, brochures, pamphlets, or other printed materials
- Manage event descriptions and marketing through emails
- Support the Projects Team through other tasks as needed

Qualifications

- Must have good communications skills for internal & external messaging
- Good computer and technical skills (knowledge of Adobe InDesign and Canva a plus)
- Background in communications, marketing, or journalism
- Knowledge of Ministry Platform or PushPay software is a plus
- Must be detail oriented and work well with deadlines
- Excellent customer service skills
- Must be able to pass a criminal background check and a credit check
- Must be flexible, willing to work on a team, and willing to attend meetings

Special Demands

- Must be able to sit for long periods of time
- Must be able to work outside normal office hours occasionally

Job Duties and Responsibilities

- Write/edit event descriptions displayed on the website
- Help ensure consistent language and communication within emails and event promotion
- Create registrations and custom forms
- Generate print material layouts for booklets, brochures, pamphlets, etc.
- Attend meetings for Projects Team as well as staff and individual ministry meetings (as needed)
- May help write posts for social media as needed
- Other administrative duties as assigned, including but not limited to cash transmittals, entering invoices, purchasing materials for events/campaigns, etc.

Hebron Personnel Policy:

- Except as noted below, all employees are required to be members of Hebron Baptist Church and are expected, along with their family members, to be active in the various ministries of Hebron.
- All employees are required to be faithful tithers to the Lord's work through Hebron Baptist Church. Tithing is the practice of giving ten percent of one's income to the Lord through the Church.
- Approval may be given by the Administrative Pastor on a case-by-case basis to non-exempt staff that may serve in Operations, Weekday Preschool, and Paid Childcare not meeting the above criteria. In these cases, the employee will be required to be a Christ Follower and an active member of an approved Bible believing church.
- Every employee of Hebron Baptist Church must be equipped to share their Christian testimony, to pray, and to minister to those in need.
- Employees must adhere to Hebron's Statement of Faith.
- Personal conduct must be in accordance to Biblical standards as applicable for this position.