

# TIMES SQUARE CHURCH

## Marketing Administrator | Job Description

**Department:** Creative

**Direct Oversight:** Marketing Director

**Key Relationships:** Marketing Director, Creative Project Manager, Art Director

**Job Type:** Part Time

**Salary Range:** \$18-22/hour

### Position Overview

The Marketing Administrator is responsible for providing support to the Marketing Director and Marketing Department

### Primary Responsibilities

*(Includes, but not limited to the following)*

- Assisting with bookstore oversight, such as maintaining inventory, restocking items for Sundays and Tuesdays support to the ministry team
- Making all Deposits to Finance
- Fulfillment and shipping of online orders
- Maintaining inventory online and in person
- Managing the online store platform
- Responding to the online emails
- Collaborating with the Marketing Director with other marketing responsibilities such as the TSC Newsletter, new books, and other TSC publications
- Be available during non-business hours as needed for last minute requests from Marketing Director, Creative Director, and Senior Pastor

### Qualifications

- MAC or PC proficiency
- Familiarity with online store platforms (Shopify, Bigcommerce, etc) preferred
- Excellent project management and personal organization skills
- Ability to troubleshoot and problem solve quickly
- Always looking ahead
- High attention to detail
- Great time management skills

- Willingness to work nights and weekends for services and events
- Experience managing multiple project timelines and details while successfully keeping multiple team members on schedule and meeting deadlines
- Highly self-motivated with the ability to drive projects to completion
- Ability to occasionally lift, carry, or move heavy objects up to 50 pounds

## **Culture Standards**

- Strong follower of Jesus Christ
- Strong theological orientation that is aligned with Times Square Church
- Has a positive, fun, and enjoyable attitude
- Enjoys working hard and optimistic about challenges
- Teachable and open to asking for feedback regularly
- Creates a feeling of belonging on the team and fosters open dialogue
- Responds to emails, messages, and other lines of communication promptly
- Effectively communicates process, progress, and results
- Can facilitate effective brainstorming
- Has a sense of managing the creative process
- Develops new and unique ideas
- Has good judgment about which creative ideas will work in the church setting
- Concentrates efforts on the more important priorities and manages time well
- Anticipates and adjusts for problems and roadblocks