



Title: Marketing Coordinator	Prep/Revised Date: May 19, 2025
Reports To: MarCom Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 20 Hours	Campus: Fort Collins

Summary

The Marketing Coordinator is a creative, energetic, and organized team member with the ability to drive day-to-day communication initiatives and represent the Timberline brand internally and externally. In this entry-level position, the Marketing Coordinator will collaborate with various ministry departments to develop and manage materials and projects. They also ensure church message and brand are consistent across all channels. The Marketing Coordinator reports to the MarCom Director.

Duties & Responsibilities

- Leads project management process and internal schedules to optimize efficiency, streamline marketing tasks, and effectively organize meetings.
- Oversees communication with graphic designers to manage, organize, keep and keep track of all projects.
- Maintains a service-oriented approach, coming alongside internal ministries on each campus to understand their needs and deliver exceptional service and options.
- Develops, updates, and maintains external communication channels including the website and app.
- Coordinates marketing plans for key ministry initiatives, as well as assisting with church-wide campaigns.
- Supports the planning, implementation, and follow-up for churchwide events, special projects, and community events.
- Collaborates with media, graphic designers, website team, technical production team and other resources to ensure superior internal and external communications across all channels.
- Write and edit compelling marketing and short advertorial copy related to the life and ministry of the church.
- Ensure ministry marketing is supportive of, and consistent with, marketing strategies and brand guidelines.
- Demonstrate passion for positive change and willingness to evolve with the needs of the organization
- Possess familiarity with graphic design programs.
- Other duties as assigned.

Skills/Qualifications

- Ability to work both independently and within a team environment
- Direct marketing
- Project tracking and management
- Strong work ethic and commitment to quality
- Creative and solution-oriented
- Excellent communicator (oral and written)
- Initiative
- Team-player
- People-person
- Process Improvement
- Reporting

Education and/or Experience

- 1-2+ years' experience in marketing with a deep understanding of the principles of MarCom.
- Proficiency with Microsoft Office suite and Adobe suite.
- Associate or bachelor's degree (or relevant work experience) in marketing or related field.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20 hours per week. Office Hours are Monday – Thursday, 8:30 AM – 5:00 PM. Schedule will be Supervisor driven.

Compensation: Non-exempt. \$18-20 per hour; based on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)