



## MINISTRIES OF JESUS

<b>Job Title:</b> Marketing & Event Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Reports to:</b> Development Director	<b>Salary:</b> Commensurate with education/experience
<b>Created:</b> March 27, 2026	<b>Work Schedule:</b> Part-time (16 hours/wk. or 0.4 FTE)

**Summary:** The Marketing & Event Coordinator leads the development and execution of marketing strategies that increase awareness, engagement, and support for Ministries of Jesus. This role focuses on positioning the ministry's brand, expanding its reach across digital platforms, and promoting the impact of whole-person care through targeted campaigns, compelling content, and data-informed decisions. The Coordinator manages MOJ's website, social media presence, and marketing calendar, ensuring consistent messaging that reflects the ministry's voice, values, and mission.

In addition, this position oversees the planning and execution of events as key marketing and engagement opportunities—driving attendance, strengthening relationships, and supporting fundraising efforts. Working closely with the Development Director, the Coordinator helps design and implement campaigns that connect donors and partners to the mission in meaningful ways. Success in this role requires strong marketing instincts, creativity, attention to detail, and the ability to manage multiple initiatives that advance visibility, participation, and long-term impact.

### **Mission Advancement & Communication**

- Develop and execute communications that clearly articulate the mission of MOJ and the impact of whole-person care
- Ensure all messaging consistently reflects MOJ's voice, values, and commitment to transformational care
- Look for appropriate opportunities to reflect the hope of the Gospel through communications

### **Content Creation & Brand Stewardship**

- Create print and digital materials that align with MOJ's brand and communicate with clarity, dignity, and excellence
- Capture and produce visual content that authentically reflects the people, stories, and impact of the ministry
- Adapt messaging/tone for audiences (patients, donors, churches, community) and maintain brand consistency

### **Digital Communications**

- Manage and update MOJ's website (WordPress), ensuring content is current, accessible, and aligned
- Plan and execute social media strategy across multiple platforms (Facebook, Instagram, LinkedIn) to increase awareness, engagement, and community connection
- Maintain and implement a communications calendar that supports ministry initiatives, events, and campaigns
- Monitor performance metrics (engagement, reach, traffic) and adjust strategies to improve effectiveness

### **Event Planning & Execution**

- Lead the planning and execution of events from concept through completion, ensuring excellence in every detail
- Coordinate logistics, timelines, materials, and communications for all events
- Serve as the primary point of coordination between staff, vendors, volunteers, and partners
- Anticipate needs and proactively solve problems to ensure seamless, high-quality event experiences

### **Development & Donor Engagement**

- Support fundraising campaigns and donor communications under the direction of the Development Director
- Ensure all development materials and event messaging are aligned with MOJ's mission, values, and brand voice
- Assist in creating meaningful donor touchpoints that reflect gratitude, impact, and opportunities for partnership
- Help communicate ministry outcomes in ways that inspire generosity and engagement

### **Collaboration & Execution Excellence**

- Manage multiple projects simultaneously, ensuring deadlines and deliverables are met with consistency and excellence
- Maintain strong organizational systems for content, events, and communications workflows
- Contribute to a culture that reflects MOJ's core values: Love Like Jesus, Share the Gospel, Heal the Whole Person, Honor God's Image, and Advance the Kingdom

## Qualifications

- A mature Christian with a demonstrated personal faith and the ability to communicate biblical truth
- Strong interpersonal skills able to communicate effectively across all levels while maintaining strict confidentiality
- Demonstrated experience in marketing, communications, event planning (nonprofit or ministry context preferred)
- Proficiency in WordPress (Elementor a plus)
- Working knowledge of Adobe Creative Suite (especially Illustrator) or comparable tools
- Experience managing social media platforms with an understanding of content strategy and audience engagement
- Photography and/or basic video production/editing skills preferred

## Core Competencies

- Demonstrates a genuine commitment to the mission of Ministries of Jesus
- Understands and supports whole-person ministry—serving physical, emotional, relational, and spiritual needs
- Represents the organization with professionalism, compassion, and integrity
- Ability to translate ministry impact into clear, compelling stories that inspire engagement
- Strong written and visual communication skills with attention to tone and audience
- Highly organized with the ability to manage multiple priorities simultaneously
- Detail-oriented with a commitment to excellence in both planning and execution
- Works effectively across teams and builds strong, collaborative relationships
- Communicates proactively to ensure alignment and prevent breakdowns
- Anticipates needs, takes initiative, and solves problems effectively
- Demonstrates flexibility and resilience in a dynamic environment
- Handles sensitive information with discretion and wisdom
- Stewards time, resources, and opportunities with accountability
- Upholds MOJ's core values in all responsibilities and interactions

**Supervisory Duties:** None

## Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions and manage both abstract and concrete variables

## Other Skills & Abilities

Proficiency with computers and relevant software/tools required for the role. Ability to build and maintain effective working relationships internally and externally. Strong written and verbal communication skills

**Language Skills:** Ability to read, analyze and interpret data and instructions. Ability to represent the ministry with confidence via zoom or in-person presentations in front of groups, answering questions and presenting information.

**Mathematical Skills:** Ability to interpret budgets and financial reports and use the mathematical skills required to do so.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:** Proficiency in the use of computers, software applications, and other technologies necessary to perform essential job functions. Ability to establish and maintain effective working relationships with staff, volunteers, and community partners. Strong communication skills, with the ability to communicate clearly and professionally in both written and verbal forms across formal and informal settings.

**Physical Demands:** The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this role, the employee is regularly required to sit, stand, walk, and communicate (talk and hear). The employee may occasionally be required to reach with hands and arms, as well as stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those encountered while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. This position operates primarily in an indoor office environment with a generally quiet noise level, though noise levels may vary depending on activities and events. Occasional travel may be required for community outreach, events, and professional development.

This job description is intended to comply with the Americans with Disabilities Act (ADA) and is not designed to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Additional duties may be assigned as needed to support the mission and priorities of Ministries of Jesus.

**Non-Discrimination Employment Statement:** Ministries of Jesus is committed to fostering a workplace that reflects biblical values of dignity, respect, and compassion, as inspired by our faith. We strive to create a diverse environment where all individuals are treated fairly and with honor. As a faith-based religious organization, we recognize the importance of our mission and the unique nature of our work requiring agreement with our Statement of Faith. We are committed to providing equal employment opportunities to all individuals, regardless of any characteristic protected by applicable local, state, or federal laws.

While we hold our faith-based values as central to our mission, we ensure that our employment practices are inclusive and non-discriminatory. Employment decisions, including hiring, promotion, compensation, and all other terms of employment, are made based on an individual's qualifications, experience, and abilities. MOJ is committed to providing a work environment that is free from discrimination, harassment, and retaliation. All employees and applicants will be treated with the utmost respect, dignity, and fairness, and any form of discrimination or harassment is prohibited. We welcome individuals of all backgrounds and encourage applicants who share our values and mission to apply.

**Applications:** Submit a cover letter, resume, employment application, references, and any certifications/licenses to: Dr. Joe Pierce, Executive Director [jpierce@moj.com](mailto:jpierce@moj.com) | 100 East I-35 Frontage Road, Edmond, OK 73034

**----- TO BE COMPLETED UPON HIRING -----**

**Employee Acknowledgment and Agreement:** I have received and reviewed the updated job description for my position. I understand the duties, responsibilities, and expectations outlined above and agree to perform them to the best of my ability. I acknowledge that this job description may be updated as needed to reflect organizational priorities, and that I will be informed of any significant changes. By signing below, I confirm that I have read and understand this job description and agree to the responsibilities described herein.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_