



JOB DESCRIPTION

Job Title: Marketing Administrator
Department: Marketing
Reports To: Marketing Manager

POSITION:

We are seeking a detail-oriented professional to work cross-functionally and ensure the marketing team operates efficiently. This vital position directly supports the delivery of our monthly curriculum and fuels our growth objectives through multi-faceted executive support and project management coordination.

Reporting to the Marketing Manager, your contributions are vital to the day-to-day operations of the entire department, ensuring mission-critical projects get delivered on time. Success will be dependent on the ability to meticulously manage the details of multiple schedules and deadlines in a fast-paced environment.

EXPECTATIONS / SKILLS:

The ideal candidate will bring an aptitude to manage simultaneous projects in various formats and the ability to coordinate projects alongside a team of creative peers, contractors, and vendors.

TRAVEL:

C12 supports situationally accommodating working arrangements. The position is based at C12HQ in San Antonio, TX, with an anticipated travel requirement of 5%.

QUALIFICATIONS / SKILLS / KEY QUALIFICATIONS:

- 1-3+ years of project management or executive administration experience, including leading complex cross-functional projects from inception to completion.
- Demonstrated aptitude in decision-making with a highly analytical approach to problem-solving and contingency planning.
- Strong interpersonal and stakeholder management skills.
- Adaptable and flexible, able to shift as priorities change; equally comfortable navigating in undefined spaces with the ability to create clarity and meaningful results.
- A curiosity mindset who is always looking to optimize processes and increase efficiency.
- Comfortable "living in the details".

- Proficiency in productivity in Google Workspace and Monday.com.

Preferred Qualifications:

- 3+ years of progressive experience supporting marketing, product, content, or technology organizations.

EDUCATION:

Bachelor's degree in Marketing, Project Management, Communications, Business, Event Planning, or a related field of study.

DUTIES / RESPONSIBILITIES:

- Build and manage master project plans, adjusting tasks, schedules, budgets, and targets as needed.
- Provide high-level executive support to the Marketing Manager successfully navigating time-critical, sensitive, and/or confidential information, communicating project issues, and managing risks in a timely manner.
- Schedule and manage departmental and cross-functional meetings, including setting agendas, selecting locations, coordinating virtual logistics, managing invitations, and handling necessary vendor coordination. Ensure that all meeting details are organized and communicated in advance.
- Multiply team efficiency by proactively reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; maintaining appointment calendars; and scheduling ad-hoc meetings, travel, and teleconferences as necessary.
- Submit expenses for the marketing department and assist in tracking them for budget reconciliation. Submit expenses for the Vice President of Marketing, ensuring accurate reconciliation with the department's budget.
- Manage the scheduling of ad-hoc meetings, travel, and teleconferences for the marketing leadership team. Coordinate all logistics, ensuring that travel arrangements, meeting times, and locations are effectively communicated.
- Complete department projects as assigned.
- Provide administrative support to the Vice President of Marketing by managing their calendar, scheduling meetings, and handling time-sensitive, confidential, or sensitive information. Ensure the executive's time is prioritized according to departmental goals and deadlines.
- Manage various department administrative tasks as assigned, ensuring deadlines are met and priorities are maintained.

KEY CHARACTERISTICS OF THE ROLE:

CALLED: A strong sense of passion for our mission and a real sense of this role and company being a great fit for the gifts, talents, passions, and experiences with which God has entrusted this person. Mission-motivated and a resolve to overcome anchored in a sense of purpose in the work.

SERVANT LEADERSHIP: Nobody is above any task, and we are all here to serve others. Every customer – internal or external – is in need of help, and the most powerful way to lead will be to serve at a high level.

LEARNING and ADAPTIVE: In a small business with a big mission and one that is scaling up rapidly, new systems, technology, and situations will be normal. This person must have an appetite for learning and adapting to the status quo changing throughout the year.

CUSTOMER SERVICE: Every phone call and Email is not a distraction – they are the mission! We're in the people business, so every interaction matters and either communicates our mission and values or dilutes it. We serve a network of CEOs and executives, so the bar is set high!

GRIT, DETERMINATION, and RESOURCEFULNESS: Not everything will have a pre-planned solution. This person will have to be resourceful in figuring things out, able to resist being overwhelmed, and willing to roll up their sleeves until they make it work. Whether it's looping in other people, finding tools online, or seeking out best practices, this person will have to have an open mind and good resolve.

ORGANIZATIONAL SKILLS: We serve a God of order and beauty but live in a world of chaos and confusion. This person will have the opportunity to help bring the Kingdom of God to the office by being a constant organizational force. This will require a capacity for seeing patterns, discerning better processes, and prioritizing and systemizing for improved outcomes

HIGH CHARACTER: We operate with a high trust culture. We must operate out of personal values and integrity or this will not work. Integrity, honesty, compassion, reconciliation, and diligence are all things this person must possess to flourish here.

ENERGY & ENTHUSIASM: This person must bring the joy and passion for work to the job. Spurring one another on in the work, being self-motivated to see the positive, and encouraging others on the mission is essential.

CORE VALUE ALIGNMENT:

Our Mission – Why We Exist

We exist to equip Christian CEOs and owners to build great businesses for a greater purpose.

Our Vision – What We Want to Achieve

To change the world by advancing the gospel in the marketplace.

Our Values – The Way We Will Accomplish This Mission

Our core values shape the way we go about fulfilling our mission, how we behave, and the accountability parameters around innovation and execution.

Our core values are:

Results Matter - God measures results and so should we.

Gratitude - We embrace our calling in light of God's grace with thanksgiving.

Pressing On - We operate with a zeal for God's best in all things, never settling, coasting, or quitting.

Camaraderie - We joyfully serve as a cadre, embracing God's call to unity in Christ.

Humility - We desire God's best and are always open to learning and correction.

Bema Mindset - We operate as stewards with eternal accountability in everything.