



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Executive Assistant to CSO**
 Reports to: **Chief Strategy Officer**
 Position Status: **Full-Time, Exempt**

Department : **Executive**
 Effective: **July 2011**
 Replaces: **New Position**
 Position Number: **RC-30-11**
 Posting Date: **July 22, 2011**
 1st Closing Date: **July 28, 2011**

Position Summary:

The Executive Assistant to Chief Strategy Officer will be responsible to assist the Chief Strategy Officer (CSO) in the overall organization of the CSO's duties and schedule to ensure efficiency. This position will provide administrative assistance, execute projects, and act as a liaison to key staff throughout the organization. The Executive Assistant to the CSO reports directly to the Chief Strategy Officer.

Job Responsibilities and Duties:

1. Reads, analyzes and routes incoming mail. Prepares outgoing mail and correspondence, including email and faxes.
2. Communicates special requests for Strategy Office to CSO and follows up on response to request.
3. Interfaces with appropriate departments on relevant tasks or projects.
4. Liaison to the Executive Execution Team (EET), staff, community, board, visitors, associates, outside organizations, and outside vendors.
5. Secretary to the EET preparing agendas & minutes.
6. Assists EET by following up on relevant deliverables and response to information and communication systems.
7. Provides recommendations and proposed solutions to administrative issues.
8. Locates and attaches appropriate files to correspondence to be answered by the CSO.
9. Composes and types routine correspondence.
10. Coordinates CSO's schedule; maintains calendar and appointments.
11. Prepares pertinent information for appointments, meetings and travel.
12. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, records and transcribes minutes of meetings.
13. Organizes and maintains file system and files correspondence and other records.
14. Answers and screens CSO's telephone calls and arranges conference calls.
15. Greets visitors and determines whether they should be given access to specific individuals.
16. Arranges and coordinates travel schedules and reservations for the CSO and others, as needed.
17. Conducts research, compiles and prepares statistical reports.
18. Assists with the coordination of Rock special events, as needed.
19. Executes projects and on-demand tasks with project management skills.
20. Handles a wide variety of situations and conflict with discernment and humility.
21. Relies on experience and judgment to accomplish strategic goals.
22. Creates and distributes documents related to the Strategic Planning process to various departments within the church.
23. Understand the Rock's mission, vision, purpose and goals at a high level. Be proactive in suggesting and seeking out and creating opportunities to increase effectiveness in executing the strategic plan.
24. Manage and complete advance work relating to projects and responsibilities across the entire enterprise (Rock Church, Do Something World, Miles McPherson Ministries & The Rock Academy).
25. Prepare reports, memos, letters and other documents using word processing, spreadsheet, database or presentation software.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Chief Strategy Officer.

Job Skills and Requirements:

1. 10 years of related experience and at least 10 years of executive level administrative work along with ministry staff experience.
2. Experience in coordination and motivation of volunteer leaders in ministry.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
4. Ability to deal with problems involving several concrete variables in standardized situations.
5. Ability to be sensitive to others and situations.
6. Pleasant personality (i.e., speaking to people on the phone, visitors and staff).
7. Ability to recognize and maintain confidentiality as appropriate.
8. Proficient in MS Window operating system – Power Point, Excel and Visio.
9. Strong verbal and written communication skills. Legible writing skills.
10. Strong organizational skills.
11. Self-motivated and flexible.
12. Ability to work independently or in a team-oriented environment.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.