



JOB DESCRIPTION

Position: Missions Field Operations Assistant

Reports to: Rock Missions Coordinator

Position Status: Regular Full-Time, Exempt

Department : Impact195

Effective: May 2012

Replaces: New Position

Position Number: RC-16-12

Posting Date: April 26, 2012

1st Closing Date: May 3, 2012

Position Summary:

The Missions Field Operations Assistant will be responsible for maintaining processes that affect the placement, support, maintenance, and well-being of missionaries in the field. This includes communications with various partners, as well as Support Teams set for individual missionaries. Incumbent will assist with the interviewing and selection of Rock missionaries, including supervision and evaluation of interns. The Missions Field Operations Assistant will report to the Rock Missions Coordinator.

Job Responsibilities and Duties:

A. Management of Relationships with External Partners:

1. In conjunction with the Rock Missions Coordinator, establishes and maintains relationships that are essential to the objectives of Rock Missions, including that of becoming a full-fledge sending agency in the future.
2. Participates, with the staff of Rock Missions, in the development and implementation of programs and projects that Rock Missions will carry out with these external partners.
3. Sets up and manages communications, including telephone conferences, face-to-face partner meetings, objectives and agendas for such interactions, and the tracking and reporting of outcomes against targeted objectives.
4. Develops, reviews, obtains approvals and maintains all agreements between Rock Missions and its external partners.
5. Oversees and facilitates all international mission trips requiring collaboration with our external partners.

B. Support, Tracking and Reporting for Missionary Assignments:

1. Acts as the Rock Missions manager of all field operations, having responsibility for:
 - a) External partnership duties as described above.
 - b) Arrangements for field accommodations (lodging, transportation, communications, etc) in support of missionary personnel sent on field assignments by Rock Missions.
 - c) Communication with missionaries in the field, to track and assess results against ministry plan objectives, and to prepare and distribute periodic reports on progress for each missionary assignment.
2. Maintains congruency between all field and internal operations of Rock Missions and effective collaboration with the Rock Missions Coordinator.
3. Develops and enforces policies that foster and maintain a good environment for supporting missionaries in both short- and long-term assignments.

4. Coordinates, compiles, and assists in writing all reports to ensure accuracy of all communications on field operations to appropriate audiences.

The above items represent a summary of the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities of this position. Therefore, the individual may perform other related tasks under the direction of the Rock Missions Coordinator.

Job Skills and Requirements:

1. Bachelors Degree preferred.
2. Five years management or related missions experience and/or training; or equivalent combination of education and experience,
3. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple tasks, recognize and respond to urgent requests, and quickly adjust to changing priorities.
4. Excellent communicator who is able to articulate clearly both in spoken and written form.
5. Strong relationally and having the ability to work with multiple teams consisting of both external partners, internal organization staff and volunteers and be adept at conflict resolution.
6. Well organized and pays attention to detail and accuracy. Demonstrated ability to do research, produce answers and give clear direction.
7. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and MS PowerPoint.
8. Must be self-motivated and able to take a task or project through to completion.
9. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
10. Evidence of a strong commitment to a philosophy of ministry consistent with the mission and objectives of Rock Missions.

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 Governance system.
4. Successful completion of a background check and references
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.

Special Conditions of Employment:

Flexible work schedule, including some nights and weekends.

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 an 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.