



**ROCK**  
C H U R C H

### **JOB DESCRIPTION**

Position: **Personal Assistant to Executive Staff Member**

Reports to: **Executive Staff Member**

Position Status: **Regular Full-Time Exempt**

Department: **Executive**

Effective: **March 2011**

Replaces: **All previous**

Position Number: **RC-12-11**

Posting Date: **March 14, 2011**

1<sup>st</sup> Closing Date: **March 18, 2011**

### **Position Summary:**

The Personal Assistant to the Executive Staff Member ensures the Executive Staff Member is organized and able to maintain a standard of excellence with all projects and engagements. The Personal Assistant to the Executive Staff Member prepares for, attends and follows up on all meetings and engagements related to Executive Staff Member. The Personal Assistant to the Executive Staff Member reports directly to the Executive Staff Member.

### **Job Responsibilities and Duties:**

1. Proactively manages and completes work for Executive Staff Member relating to projects, meetings and organizational responsibilities; follows through to ensure effective resolution.
2. Develops and executes strategies and tactics that support the Executive Staff Member in the area of strategic planning.
3. Travels with Executive Staff Member on ministry related engagements and manages as necessary
4. Partners with CIO, Production and Distribution Directors to organize and execute the leverage plan in order to maximize the impact of the Executive Staff Member's work through various channels (including social media).
5. Works closely with Executive Execution Team (EET) to develop and drive key information systems for the Executive Staff Member while relaying critical information in a clear, concise and timely manner.
6. Prepares Executive Staff Member for all meetings (via agendas, advance work, etc).
7. Prepares reports, memos, letters and other documents using word processing, spreadsheets, databases or presentation software.
8. Identifies opportunities around the enterprise that would be critical for Executive Staff Member to be a part of.
9. Coordinates technology, volunteer and resource needs in advance to ensure the Executive Staff Member is fully equipped for speaking engagements.
10. Manages the shipping, receiving, sales and inventory of all ministry materials used at Executive Staff Member's speaking engagements.
11. Assists Executive Staff Member with other initiatives, including but not limited to, writing, media events and speaking engagements.

### **Job Skills and Requirements:**

1. Five or more years of executive administrative experience, office management and/or project management preferred but not required.
2. Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
3. Proven ability to interact in a consistently positive manner with external clientele, including, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
4. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
5. Must possess strong computer skills, including proficiency with spreadsheets, databases, word processing software, Mac OS, iOS and Windows based software (Excel, Word, PowerPoint).
6. Ability to be firm but gracious in dealing with staff and ministry leaders.
7. Must possess advanced social media skills (i.e. Facebook, Twitter and YouTube).
8. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
9. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
10. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
11. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.
12. Must be able to use discernment to identify and maintain confidentiality as appropriate.

### **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 system.
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.