

**Job Opportunity**



**Competitive**

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**Position: Miles Ahead Administrative Coordinator**

**Job Vacancy Notice#: MA-01-07**

**Location: The Rock Church / Miles Ahead Point Loma**

**Salary Range: Negotiable Depending on Experience**

**Employment Category: Regular Full-Time, Exempt**

**Opening Date: January 25, 2007**

**1<sup>st</sup> Closing Date: February 1, 2007**

**Area of Consideration: All Sources**

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**Brief Description of Major Duties:** Provide Administrative Support and help coordinate administrative needs of Miles Ahead Ministries. Provides office management for Miles Ahead and executive level administrative needs for Miles Ahead Executive Director. Attends to the administrative needs of the other staff on an as needed basis. Acts as a liaison between Miles Ahead and other Rock departments/ministries. Assist with Website Content and making sure Website is kept current. Assist with Annual Banquet and Golf Tournament. Manages the Miles Ahead database and ensure records are being updated. Maintain office presence when the staff is spread out in the field. Manages volunteer requests and works with Rock Church Volunteer Program Manager in meeting project deadlines. Manages the communication between staff and volunteers during Crusade preparation and implementation. Will provide key support during various Miles Ahead Events.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Have a heart for young people and a desire to impact youth with the message of Christ. Must be gifted in administration and possess two to three years of administrative experience in event planning, special projects or communication. A 4 year college degree is preferred. Two to three years of experience in the field of event planning, special projects or communication preferred. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities. Must be self-motivated and able to take a task or project and run with in through completion. Excellent communicator: must be able to articulate clearly both in spoken and written form. Demonstrated ability to research and produce the answers. Computer literate with multiple programs. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook.

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions. To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.