

Job Opportunity



Competitive

Position: Administrative Assistant

Job Vacancy Notice#: RC-08-05

Location: The Rock Church – Communications Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-exempt

Opening Date: 28 February 2005

Closing Date: Open Until Filled with
1st Cut-off date 14 March 2005

Area of Consideration: All Sources

Brief Description of Major Duties: Facilitates excellent communication to Rock Church staff, Rock Church attendees, and the public by utilizing outstanding organizational, personal, technological, and editing skills. Works under the direct supervision of the Information Technology Director. Incumbent will be responsible for designing and publishing the Weekly Service Bulletin. Responsible for the creation of various multimedia slide presentations. Coordinate the printing and distribution of Rock publications. Complete other related clerical duties as assigned. Coordinates publication and distribution of Rock Church publications. Produces regular staff communication. Produces multimedia presentations for Rock Church events. Coordinates staffing of Information Booth for weekly services and special events. Proofreading/editing resource for ministries. Attends and participates in regular staff devotionals and ministry meetings.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Strong organization, delegation, and communication skills. Proficient in MS Windows operating systems, Word, Excel, Outlook, PowerPoint, and basic internet usage. Basic typing skills (30 wpm). Strong writing/editing skills. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Maintains a Class B driver's license and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Ability to work independently or in a team-oriented environment. 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.. Member of The Rock Church (or willing to transfer membership to The Rock Church).

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: visit the website at www.therocksandiego.org to download the application; 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.