



**JOB DESCRIPTION**

Position: **Executive Assistant to Executive Staff**  
Reports to: **Executive Staff Member/Pastor**  
Position Status: **Temporary, Full-Time, Exempt**

Department : **Executive**  
Effective: **January 2011**  
Replaces: **All Previous**  
Position Number: **RC- 01- 11**  
Posting Date: **January 3, 2011**  
1<sup>st</sup> Closing Date: **January 10, 2011**

**Position Summary:** The Executive Assistant position exists to oversee the administrative function of the Executive Office, execute projects, and act as a liaison between the Executive Staff and others in order to increase their time for executive level responsibilities. The Executive Assistant reports directly to the Executive Staff Member/Pastor.

**Job Responsibilities and Duties:**

1. Liaison to the staff, congregants, board, visitors, associates, outside organizations, and media (meeting requests, interviews, questions, approvals, etc.).
2. Maintains calendar and appointments including meetings, events, speaking engagements, and conferences.
3. Coordinates travel (flights, hotels, rental car, etc).
4. Prepares pertinent information (i.e. directions, confirmation number, backup documents, background info) for appointments and travel.
5. Executes projects and on-demand tasks.
6. Provides recommendations and proposed solutions to administrative issues.
7. Assists with the writing, editing, and publishing process of book projects.
8. Interfaces with appropriate departments on relevant tasks or projects.
9. Maintains yearly preaching schedule and updates as appropriate.
10. Communicates special requests for the worship service (i.e. song order change, video clips or other visual elements).
11. Handles a wide variety of situations and conflict with discernment and humility.
12. Relies on experience and judgment to accomplish strategic goals.

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 Executive Staff Member/Pastor.

**Job Skills and Requirements:**

1. Five or more years of executive administrative experience, office management and project management required.
2. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
3. Christ-centered work ethic in all areas of administration.
4. Commitment to excellence in all aspects of ministry.
5. Responsible for confidential and time-sensitive material.
6. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
7. Possesses excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
8. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
9. Self-motivated and creative.
10. Excellent communication and interpersonal skills.

11. Outstanding English composition and editorial skills.
12. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
13. Possesses strong leadership skills and the ability to delegate tasks appropriately.
14. Must be able to work efficiently in team situations as well as independently.
15. Ability to communicate and establish working relationships with all levels of people.
16. Flexible in nature to handle other duties and special projects as needed.
17. Ability to analyze and resolve specific problems.
18. 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 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.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to***

***follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date