

## Job Opportunity



## Non-Competitive

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**Position:** Small Group Assistant

**Job Vacancy Notice#:** RC-02-06

**Location:** The Rock Church – Small Groups

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 1 February 2006

**First Consideration Closing Date:** 8 February 2006

**Second Closing date:** 15 February 2006

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The Small Group Administrator will coordinate and oversee all administrative tasks for the Small Group Ministry. Reports directly to the Small Group Pastor. Works closely with the Small Group Coordinator. Maintains and updates Small Group database and directories. Assists in the promotion of the Small Group Ministry (updating, copying, supplying small group promotion material). Assists with small group promotion details (promotion requests, inserts, bulletin blurbs, room reservations, Rock TV). Helps inquiring people find a small group (phone calls, emails). Keeps track of small group numbers (reporting, attendance, inquiries, etc) including updating Matrix grid weekly/monthly with numbers and other essential information. Prepares agenda/sends out minutes for weekly small group staff meetings. Responds to monthly Facilitator and Coach Reports; delegates when necessary to supervisor. Assists with composing, editing and updating small group website content. Assists with composing, editing, printing and sending out of small group letters, newsletters, and invitations. Assists with the planning and organization of regular events for small group leaders and members to share their faith/serve the community, as well as, communicates these opportunities to the small groups. Assists with the organization of and preparation for small group leadership development meetings and trainings. Identifies new small group leaders and assists in their training and development. Attends and assists at small group ministry training sessions. Attends select retreats and conferences with small group staff. As needed, serves at the small group table during weekend services.

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Strong typing skills (45 wpm). Excellent Microsoft Outlook and Word skills. Proficient in Microsoft Excel, PowerPoint and Publisher. Must possess strong writing and proofing skills. Must possess strong organizational skills and the ability to execute multiple projects simultaneously. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation. Must possess strong communication skills. Ability to complete projects with tight/short deadlines. Pleasant, professional personality and appearance. Flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution; discernment to identify and maintain confidentiality as appropriate. Ability to think clearly under pressure. Self starter with the 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

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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.