



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Executive Assistant to Exec Staff**

Reports to: **Executive Staff Member/Pastor**

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

Department : **Executive**

Effective: **April 2009**

Replaces: **All Previous**

Position Number: **RC-04-09**

Posting Date: **April 22, 2009**

1st Closing Date: **April 29, 2009**

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.

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. Oversees and delegates to the Office Volunteer team ongoing and day-to-day duties and office responsibilities appropriately.
7. Holds regular, weekly meeting with Office Volunteer team to receive project status reports and assign new tasks, and reports back on progress of the team.
8. Provides recommendations and proposed solutions to administrative issues.
9. Leads a team of volunteers who write correspondence such as letters and memoranda on behalf of the Executive Staff.
10. Assists with the writing, editing, and publishing process of book projects.
11. Interfaces with appropriate departments on relevant tasks or projects.
12. Maintains yearly preaching schedule and updates as appropriate.
13. Communicates special requests for the worship service (i.e. song order change, video clips or other visual elements).
14. "Do Something" Conferences—Assists with the coordination of the conference, as needed.
15. Handles a wide variety of situations and conflict with discernment and humility.
16. 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.

Job Skills and Requirements:

1. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
2. Christ-centered work ethic in all areas of administration.
3. Commitment to excellence in all aspects of ministry.
4. Responsible for confidential and time-sensitive material.

5. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
6. Possesses excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
7. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
8. Self-motivated and creative.
9. Excellent communication and interpersonal skills.
10. Outstanding English composition and editorial skills.
11. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
12. Possesses strong leadership skills and the ability to delegate tasks appropriately.
13. Must be able to work efficiently in team situations as well as independently.
14. Ability to communicate and establish working relationships with all levels of people.
15. Flexible in nature to handle other duties and special projects as needed.
16. Ability to analyze and resolve specific problems.
17. 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 Governance 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.