

## Job Opportunity



## Competitive

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**Position:** Worship Arts Administrative Assistant

**Job Vacancy Notice#:** RC-05-08

**Location:** The Rock Church – Creative Department

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 18 January 2008

**Closing Date:** 25 January 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** Works directly with Worship Arts Pastor and provides administrative leadership to the Worship Arts Associate and the Worship Arts Department. Reports directly to the Worship Arts Pastor.

**Qualifications & Requirements:**

**Managerial/Leadership:** Supervises Worship Arts Intern. Manages section leaders and leads weekly section leaders meetings. Trains and deploys volunteers to assist with weekend service responsibilities. Develops and manages worship opportunities for “non-Sunday” Rock musicians. Assists Worship Arts Pastor in recruiting new musicians. Assists Worship Arts Pastor in audition process. Assists Stage manager as needed during services and Rock Church events. Attends and participates in weekly ministry and regular department team meetings. **Administrative/Communication:** Oversees all departmental administration to include but not limited to answering phone calls and screening phone calls, answering and screening emails, maintaining Worship Arts Pastor’s calendar, communicating with musicians, filing, typing, database input, copying, duplicating CDs, ordering supplies, taking notes at meetings, proofreading, web research and other clerical tasks. Coordinates Choir, Orchestra and Children’s Choir. Communicates with all Worship Arts volunteers. Coordinates all Guest Artist details. Coordinates Worship Arts Volunteer appreciation. Assists in the planning and organization of department events. Create, update and manage Worship Arts Databases (i.e., Songs, Musicians, live recordings, part CDs, and original recordings). Maintains weekly status updates. Manages and maintains Worship Arts accounting responsibilities and petty cash. Works with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff and volunteers. Works with the Deaf Ministry to coordinate service details. Manages and maintains the Green Room. Sets up and attends all rehearsals and services. All other duties as assigned by the Worship Arts Pastor.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church. Ability to be firm but gracious in dealing with staff and ministry leaders. Strong organizational skills. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible hand writing skills. Strong typing/keyboarding (55-60 wpm), computer and Internet skills (i.e., Word, Outlook, Excel, PowerPoint, Access, Publisher). Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated, self-starting, and able to work independently. Excellent people skills. Willingness to learn new technology or other skills (i.e., Encore, Finale). Flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Managerial skills. Able to work effectively 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). Demonstrated ability to communicate clearly, concisely, and effectively to and with a variety of audiences both orally and in writing.

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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. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.*