

Job Opportunity



Competitive

Position: Assistant to Senior Pastor

Job Vacancy Notice#: RC-06-08

Location: The Rock Church – Executive

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 31 January 2008

Closing Date: 7 February 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The incumbent will be responsible assisting the Senior Pastor in the overall organization of the Sr. Pastor's duties and schedule. The incumbent will attend all meetings and speaking engagements of the Senior Pastor.

Qualifications & Requirements: Orchestrate overall agenda for Senior Pastor including proactive scheduling (based on ministry need and areas of significant opportunity), advance work, messaging, and follow up to bring the necessary focus to life. This includes the identification of all areas of the ministry where the Senior Pastor needs to visit, the people he needs to meet with, the messages he needs to convey, etc. Lead internal and external communications strategy for the Senior Pastor with support from the Executive Execution Team. Works closely with MarCom to recommend, develop, and execute communication strategies and tactics in support of the strategic plan. Develop and/or drive key accountability systems for the Senior Pastor including agenda development for all Executive Execution Team, Quarterly Reviews, one-on-ones, etc., meetings. Prepare the Senior Pastor for all of these meetings (via briefing sheets, advance work, etc.) Develop and drive key information systems for the Senior Pastor including effective information flow from the Executive Execution Team. Provide recommendations and insight from the information provided by the Executive Execution Team. Works closely with the Executive Execution Team to develop and drive the execution of key learning systems for the Senior Pastor including identifying opportunities around the organization that would be critical for the Senior Pastor to be part of. Act as the "passer of information" between the Senior Pastor and all Executive Execution Team members. This includes reviewing all information coming into the office to ensure the Senior Pastor responds accordingly and makes critical and timely decisions – as well as following up with Executive Team members with specific requests. Travels with the Senior Pastor on ministry related (speaking/outreach/missions) engagements. Works with the HR Director to develop organization wide "Pulse" system to continually gauge the sentiments of employees and ministry leaders. Based on this insight, provided recommendations on necessary actions the Senior Pastor. Work with the HR Director and the Senior Pastor to place significant emphasis on people development throughout the organization – including creating the expectations to be set with his direct reports, drafting of performance reviews and an executive development program. Assists the Senior Pastor with other initiatives, including but not limited to, writing, media events, and speaking engagements.

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 Senior Pastor.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Three to four years of related experience and at least 2 years of executive level administrative work. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to travel away from home frequently. Pleasant personality (i.e., speaking to people on the phone, visitors and staff). Ability to recognize and maintain confidentiality as appropriate. Proficient in MS Window operating system. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. 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. Regular attendance at Rock Church Sunday services.

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 and fill out the application. Email application and resume to 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.