

## Job Opportunity



## Competitive

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**Position:** Executive Assistant to COO

**Job Vacancy Notice#:** RC-07-08

**Location:** The Rock Church – Executive

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 27 February 2008

**Closing Date:** 5 March 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The incumbent will be responsible assisting the Chief Operations Officer (COO) in the overall organization of the COO's duties and schedule to ensure efficiency.

**Qualifications & Requirements:** Reads, analyzes and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the COO. Composes and types routine correspondence. Organizes and maintains file system and files correspondence and other records. Answers and screens COO's telephone calls and arranges conference calls. Coordinates COO's schedule and makes appointments. Greets visitors and determines whether they should be given access to specific individuals. Arranges and coordinates travel schedules and reservation. Conducts research and compiles and prepares statistical reports. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities and records and transcribes minutes of meetings. Makes copies of correspondence or other printed materials. Prepares outgoing mail and correspondence, including email and faxes.

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 Chief Operations Officer.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Three to four years of related experience and at least 2 years of executive level administrative work. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to be sensitive to others and situations. 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.

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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.*