

## Job Opportunity



## Competitive

---

---

**Position:** Data Quality and Fellowship Coordinator

**Job Vacancy Notice#:** RC-10-08

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

**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.

---

---

**Brief Description of Major Duties:** The incumbent is responsible for maintaining the information quality of the Rock Church, Rock Academy and Miles Ahead databases. The incumbent reports to the Database Administrator.

**Qualifications & Requirements:** Primary responsibility is for ensuring the Rock's centralized database is up to date, data entry protocols are established and communicated, and contact database information is readily available to all departments/ministries. Manages and coordinates entry of "New to the Rock" cards into Fellowship One. Recruit and coordinate data entry volunteers. Assists ministry leaders and administrative staff in implementation of F1 and reorganization of volunteer management and recruitment procedures. Works closely with the Database Administrator with hands-on training to ensure the staff is properly trained on system policy and procedures. Assists in the creation of F1 training manuals and tutorials. Works closely with all departments/ministries to ensure no duplicate information is in the system. Ensures that all changes to addresses, marital status, family households and activity status are updated regularly. Responsible for inputting all new comer information and ensures proper routing of new information. Reports any areas of major concern to management with recommended solutions. Informs staff in advance of any scheduled system downtimes.

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 Database Administrator.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. At least one (1) year experience in a related position is preferred, but not required. Strong organizational skills and attention to detail. Ability to complete projects with tight/short deadlines. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation. Self-motivated and flexible in nature to handle other duties and special projects as needed. Ability to work independently or in a team-oriented environment. Excellent Microsoft Excel, Word and PowerPoint skills. 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 attendee of the 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](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.