

Job Opportunity



Competitive

Position: Executive Assistant – Rock Sports

Job Vacancy Notice#: RC-16-07

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: June 14, 2007

1st Closing Date: June 21, 2007

2nd Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: The Rock Sports Executive Assistant provides assistance to the Executive Director of Rock Sports, including publications, volunteerism, special events planning, as well as all related administrative tasks. A qualified candidate will be able to be a self starter and a problem solver with little supervision.

Qualifications & Requirements: Develops athletic schedules of games as well as a master schedule including facility usage, custodial needs, officials, transportation, travel arrangements and lodging. Processes applications, references and contracts for coaches and interns. Creates and maintains a process to regularly evaluate the sports program, relative to the church and school. Plans and directs development and communication of information designed to keep public informed of Rock Church Sports services. Prepares and distributes fact sheets, news releases, photographs, or scripts to media representatives and other persons who may be interested in learning about or publicizing Rock Church Sports activities or services. Represents Rock Church Sports during community projects and at public, social, and business gatherings. Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods. Plans, coordinates, and implements special events such as fundraisers, anniversary celebrations, awards banquets and other various functions. Observes safety and security procedures and determines appropriate action beyond guidelines. Identifies and utilizes community resources to recruit and encourage volunteerism at all facilities. Manages activities of volunteers in conjunction with department managers. Compiles and updates school records. 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. Sports background is required. Strong administrative skills a must. Detail oriented. Demonstrates accuracy and thoroughness. Ability to work with multiple vendors, management, peers and subordinates. Ability to adapt to a regularly changing work environment. Able to deal with frequent change, delays or unexpected events. Excellent leadership skills. Excellent communications skills. Strong conflict resolution skills. Ability to work in a fast pace deadline oriented environment. Customer Service mindset. Proficient in Microsoft Windows based computer systems. Self-motivated and has the ability to work independently and with a team. 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.

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 and email application and resume to hr@therocksandiego.org . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.