

## Job Opportunity



## Competitive

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**Position:** Rock U Life Skills Program Coordinator

**Job Vacancy Notice#:** RC-16-08

**Location:** The Rock Church; Rock University

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 20 May 2008

**Closing Date:** 27 May 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** Under the supervision of the Director of Rock U, provides community education, as well as a variety of outreach, networking and information/referrals for services to targeted populations.

**Qualifications & Requirements:** Plans and conducts community-based education, outreach and networking in assigned projects. Completes project-specific orientation and training curriculum as appropriate. Attends community meetings and educational sessions as appropriate. Develops relationships with service providers in the surrounding community. Proactively seeks opportunities to provide information and resources that meet community member needs. Ensures informational material is displayed and maintained. Educates staff and ministry leaders, in areas including, but not limited to, the Rock Church, alternate venues, and community partners. Plans and implements marketing campaigns for the development of website content and composition of articles for publications and other printed materials. Responsible for coordinating with Rock U administration for oversight of all programs and services for life skills development. Coordinates internal operations, program activities, advocacy, and development of interagency linkages. Incumbent works within a team model, establishing leadership, implementing service delivery, networking with other resources and supporting all levels of program services. Supervises and ensures accuracy in data collection and service documentation and is responsible for report preparation. Establishes and maintains strong collaborative relationships with community based organizations, and integrates community resources and services. Schedules, plans, and coordinates training programs and courses to oversee and track class enrollments, departmental records and generate reports. Schedules rooms and other resources for training classes on site and at other Rock Church campuses, while coordinating details with the Facilities Department to ensure class requirements are met. Archives files and maintains records to ensure files are purged in accordance with retention guidelines. Ensures records are current and organized. Provides administrative support to Rock U Staff and partners. Duties include: answering incoming calls, producing correspondence, reports, assembling training materials and binders, faxing and photocopying, updating and maintaining department files and ordering materials from outside vendors. Develops, updates, and maintains various computerized databases, reports, and manuals.

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 Rock U Assistant Director.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Bachelor's degree preferred and/or 3-5 years of relevant workforce development experience required. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Rock U. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) Must be able to maintain confidentiality. Ability to be firm but gracious in dealing with staff and ministry leaders. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution. Proven ability to interact in a consistently positive manner with diverse external international multi-cultural clientele, including volunteers, community agencies, faculty and business figures, campus administrators, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech. Maintain positive and professional relationships with community partners to provide comprehensive coordinated and integrated services. Must be able to plan, coordinate, and execute division training initiatives with minimal supervision. 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 A.R.M.Y.

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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.*