



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Executive Assistant to COO**

Reports to: **Chief Operating Officer**

Position Status: **Full-Time, Exempt**

Department : **Operations**

Effective: **August 2009**

Replaces: **New Position**

Position Number: **RC-19-09**

Posting Date: **August 21, 2009**

1st Closing Date: **August 28, 2009**

Position Summary:

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.

Job Responsibilities and Duties:

1. Reads, analyzes and routes incoming mail. Prepares outgoing mail and correspondence, including email and faxes.
2. Communicates special requests for operations departments to COO and follows up on response to request.
3. Interfaces with appropriate departments on relevant tasks or projects.
4. Liaison to the EET, staff, community, board, visitors, associates, outside organizations, and outside vendors.
5. Provides recommendations and proposed solutions to administrative issues.
6. Locates and attaches appropriate files to correspondence to be answered by the COO.
7. Composes and types routine correspondence.
8. Coordinates COO's schedule; maintains calendar and appointments.
9. Prepares pertinent information for appointments, meetings and travel.
10. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, records and transcribes minutes of meetings.
11. Organizes and maintains file system and files correspondence and other records.
12. Answers and screens COO's telephone calls and arranges conference calls.
13. Greets visitors and determines whether they should be given access to specific individuals.
14. Arranges and coordinates travel schedules and reservations for the COO and others, as needed.
15. Conducts research, compiles and prepares statistical reports.
16. Assists with the coordination of Rock special events, as needed.
17. Executes projects and on-demand tasks with project management skills
18. Handles a wide variety of situations and conflict with discernment and humility.
19. Relies on experience and judgment to accomplish strategic goals.

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.

Job Skills and Requirements:

1. 10 years of related experience and at least 10 years of executive level administrative work along with Ministry staff experience
2. Experience in coordination and motivation of volunteer leaders in ministry
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
4. Ability to deal with problems involving several concrete variables in standardized situations.
5. Ability to be sensitive to others and situations.
6. Pleasant personality (i.e., speaking to people on the phone, visitors and staff).
7. Ability to recognize and maintain confidentiality as appropriate.
8. Proficient in MS Window operating system – Power Point, Excel and Visio
9. Strong verbal and written communication skills. Legible writing skills.
10. Strong organizational skills.
11. Self-motivated and flexible.
12. Ability to work independently or in a team-oriented environment.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.

Registered and active in the Rock A.R.M.Y

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.