



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Executive Administrative Assistant**

Reports to: **Director of Development**

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

Department : **Stewardship**

Effective: **June 2010**

**New Position**

Position Number: **RC-19-10**

Posting Date: **June 8, 2010**

1<sup>st</sup> Closing Date: **June 15, 2010**

**Position Summary:** The Executive Administrative Assistant will be responsible assisting the Director of Development in the overall organization of the Director of Development's duties and schedule to ensure efficiency.

**Job Responsibilities and Duties:**

1. Liaison to the executive team, staff, visitors and guests, outside organizations, media, and outside vendors.
2. Answers and screens telephone calls and arranges conference calls.
3. Maintains calendar and appointments including, but not limited to meetings, events and conferences.
4. Reads, analyzes and routes incoming mail. Prepares outgoing mail and correspondences, including email and faxes.
5. Arranges meetings, prepares agendas, reserves and prepares facilities, records and transcribes minutes of meetings.
6. Coordinates travel (flights, hotels, rental car, etc).
7. Prepares pertinent information (i.e. directions, confirmation number, backup documents, background info) for appointments and travel.
8. Organizes and maintains file system and files correspondence and other records.
9. Executes projects and on-demand tasks.
10. Oversees ongoing and day-to-day duties and office responsibilities.
11. Interfaces with appropriate departments on relevant tasks or projects.
12. Flexible schedule to work some evenings and weekends.

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 Director of Development.

**Job Skills and Requirements:**

1. Bachelor's degree in a related field is preferred but not required.
2. Five to eight years related and consistent experience; or equivalent combination of education and experience.
3. Knowledge of assisting executive, in an office setting while executive is often remote.
4. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.

5. Ability to recognize and maintain confidentiality. Responsible for confidential and time sensitive materials.
6. 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.
7. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
8. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
9. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church.
10. Possess excellent time management and organization skills and the ability to execute multiple projects simultaneously.
11. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
12. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
13. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
14. Ability to apply common sense understanding to carry out instructions furnished in writing, oral, and diagram form.
15. Ability to communicate and establish working relationships with all levels of people.
16. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.
17. Pleasant personality (i.e., speaking to people on the phone, visitors, and staff) and polished attire at all times.
18. Excellent communication skills with text, twitter, and other various communication tools.

### **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 Loving People First Culture.
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.
12. Registered and active in the Rock A.R.M.Y.
13. Signed confidentiality agreement (correct title? HR is also required to have signed)

### **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.

**Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.