

 <p style="text-align: center;"><b>JOB DESCRIPTION</b></p>	<p>Department : <b>Satellite Campus</b></p>
	<p>Effective: <b>June 2010</b></p>
	<p>Replaces: <b>All Previous</b></p>
	<p>Position Number: <b>RC-20-10</b></p>
<p>Position: <b>Executive Assistant to Satellite Campus Pastor</b></p>	<p>Posting Date: <b>June 24, 2010</b></p>
<p>Reports to: <b>Satellite Campus Pastor</b></p>	<p>1<sup>st</sup> Closing Date: <b>July 1, 2010</b></p>
<p>Position Status: <b>Full-Time, Exempt</b></p>	

**Position Summary:** The Executive Assistant position exists to oversee the administrative function of the office of the Satellite Campus Pastor, execute projects and act as a liaison between the Satellite Campuses Staff and others in order to increase their time for executive level responsibilities.

**Job Responsibilities and Duties:**

1. Liaison to the staff, congregants, board, visitors, associates, outside organizations, and media (meeting requests, interviews, questions, approvals, etc.).
2. Maintain calendar and appointments including meetings, events, speaking engagements, and conferences.
3. Coordinate travel (flights, hotels, rental car, etc.).
4. Prepare pertinent information (i.e. directions, confirmation number, backup documents, background information) for appointments and travel.
5. Execute projects and on-demand tasks.
6. Oversee and delegates day-to-day duties and office responsibilities to the Office Volunteer team appropriately.
7. Hold regular weekly meeting with Office Volunteer team to receive project status reports and assign new tasks and reports back on progress of the team.
8. Provide recommendations and proposed solutions to administrative issues.
9. Lead a team of volunteers who will be writing correspondence such as letters and memoranda on behalf of the Satellite Campus Staff.
10. Assist with the writing, editing, and publishing process of book projects.
11. Interface with appropriate departments on relevant tasks or projects.
12. Maintain yearly preaching schedule and updates as appropriate.
13. Communicate special requests for the worship service (i.e. song order change, video clips or other visual elements).
14. Assist with the coordination of “Do Something” Conferences as needed.
15. Handle a wide variety of situations and conflict with discernment and humility.
16. Rely on experience and judgment to accomplish strategic goals.
17. Collaborate with Executive Assistants and teams of the Point Loma campus relative to global communication, strategy and processes.
18. Attend weekly satellite campus staff meeting.

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 Satellite Campus Pastor.

**Job Skills and Requirements:**

1. Spiritually mature and wholeheartedly pursuing a deeper relationship with Christ.
2. Christ-centered work ethic in all areas of administration.
3. Commitment to excellence in all aspects of ministry.
4. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
5. Responsible for confidential and time-sensitive material.
6. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
7. Proficiency or relative experience with MAC operating system.
8. Experience with "Mind Mapping" process and or software
9. Possess excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
10. Excellent note-taking ability as well as the ability to organize them into concise thoughts that can be converted into instructional steps for other readers.
11. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
12. Self-motivated and creative.
13. Excellent communication and interpersonal skills.
14. Outstanding English composition and editorial skills as well as writing skills.
15. Possesses strong leadership skills and the ability to delegate tasks appropriately.
16. Must be able to work efficiently in team situations as well as independently.
17. Ability to communicate and establish working relationships with all levels of people.
18. Flexible in nature to handle other duties and special projects as needed.
19. Ability to analyze and resolve specific problems.
20. 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.
12. 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.