

Job Opportunity



Competitive

Position: Outreach Administrative Assistant

Job Vacancy Notice#: RC-21-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 18 July 2008

Closing Date: 25 July 2008

Area of Consideration: All areas.

Brief Description of Major Duties: Incumbent is the central point of contact for the Outreach (Baby Rock) Ministries and is responsible for the management of the administrative processes within the ministry. The incumbent works under the direction of The Outreach Ministry Director.

Qualifications & Requirements: Performs general office duties, such as filing, copying, typing, organizing, answering phones, and making general ministry phone calls, etc. Processes all requests to establish an Outreach Ministry under the direction of the Outreach Director. Schedules meetings with ministry leaders to ensure proper communication between the ministries, outreach staff, and the Rock Church. Compiles monthly reports into dashboard reports. Assists in coordinating Outreach Ministry fair and various events. Maintains Outreach Ministry database/data collection system. Assists and serves the Outreach Ministries. Consistently works with Outreach Ministry Director and Ministry Leaders for all Outreach promotions, i.e., details on events (room, A/V, Bulletin, slides, flyers, etc.), external promotions (radio, other churches, and public relevant places.) Acts as the liaison between ministry leaders, Outreach Ministry Director and staff. Assists in coordinating and planning approved events for ministries. Facilitates communication among ministries (Outreach Ministry calendar, newsletter, and blog). Processes all new volunteers, with the Save, Equip, and Send Department and assists in the assimilation strategies. Follows up on all Baby Rock Outreach Ministry inquiries. Recruits volunteers for Baby Rock Outreach ministry activities/events. Understands the purpose of the spiritual gifts tests and works with Save, Equip, and Send for placement of people into appropriate ministries.

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 Outreach Ministry Director.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Two to three years experience as an Administrative Assistant. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Identifies and resolves problems in a timely manner; works well in group problem solving situations; strong team player. Responds promptly to requests for service and assistance; meets commitments. Listens and gets clarification; responds well to questions. Ability to work well with timelines and short deadlines in a high volume environment while maintaining solid creativity, quality and thoroughness. Self-motivated and flexible with strong organizational skills. Excellent interpersonal communication skills, with the ability to speak clearly and competently in positive or negative situations. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. 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 as well as departmental policies and procedures. Regular attendee of a Rock weekend service. Member of the Rock Church A.R.M.Y.

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. Email application and resume to 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.