

Job Opportunity



Competitive

Position: Administrative Assistant

Job Vacancy Notice#: RC-34-05

Location: The Rock Church – Outreach Ministry

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 2 December 2005

Closing Date: Open Until Filled

1st Cut-off date 9 December 2005

Area of Consideration: All Sources

Brief Description of Major Duties: The Outreach Ministry Administrative Assistant is responsible for various administrative and clerical duties related to running the department. In addition, the Administrative Assistant is responsible for assisting in the oversight, screening, placement and training/orientation of the volunteer workers in the Outreach Ministry. Performs general office duties, such as filing, copying, typing, organizing, answering phones, and making general ministry phone calls, etc. Process all requests to establish an Outreach Ministry. Schedule quarterly meetings with ministry leaders to ensure proper communication between the ministry and the Rock Church. Compile monthly reports into dashboard reports. Assist with seasonal ministry events. Maintain Outreach Ministry database / data collection system. Assist and server the Outreach Ministries. Handles all Outreach promotions, i.e., details on events (room, A/V, Bulletin, slides, flyers etc.), external promotions (radio, other churches, public relevant places) Acts as the liaison between ministry leaders and staff. Coordinates and assists in event planning for ministries. Facilitate communication among ministries (calendar, newsletter etc). Processes all new volunteers and assists in the assimilation strategies. Follow up on all ministry inquiries. Assist with the coordination of the ministry fair and follow-up on request. Recruit volunteers for special ministry activities / events. Conduct the spiritual gifts tests and work with Rock University for placement within the ministries.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year experience in an administrative position is preferred. Excellent interpersonal skills with experience in conflict resolution. Excellent verbal and written communication skills. Legible writing skills. Strong organizational skills. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Intermediate typing skills. Self-motivated and flexible. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. Maintains a Class B driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). 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.

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 and email application and resume to hr@therocksandiego.org . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.