

Job Opportunity



Competitive

Position: Marketing & Communications Executive Assistant

Job Vacancy Notice#: RC-38-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 15 December 2008

Closing Date: 22 December 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The incumbent will be responsible to assist the Director of Marketing and Communications in various administrative duties, as well as the MarCom team.

Qualifications & Requirements: **Director of MarCom Support:** Support in various traditional administrative duties in order to keep organized and efficient work flow. Organizes and maintains files, records and contracts. Maintains calendar in order to ensure effective time management; schedules appointments, meetings and conference calls. Completes forms and performs copying. Clears phone calls and e-mails. Coordinates travel arrangements. Reads, analyzes and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the Director of MarCom. Composes and types routine correspondence; prepares outgoing mail, including email and faxes. **MarCom Team Support:** Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities and records and transcribes minutes of meetings. Develop and maintain charts, tables and spreadsheets of MarCom strategic information; with a strong focus on organization, accuracy, and presentation quality. Develop reports and schedules from source/raw information and data provided by Director of MarCom; organize for effective communication and implementation. Review, critique, and propose improvements to MarCom documents and procedures, in preparation for presentation to executives and outside individuals. Support MarCom in strategic thinking, direction, and focus; assist with ideas/improvements. Work closely with team to recommend, develop, and execute communication strategies, information systems, and support tactics.

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 MarCom.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Bachelor's degree (B. A.) from four-year college or university; or three to four years related experience and/or training; or equivalent combination of education and experience with two of those years at the executive level administrative work. Demonstrated competence in MS Word and Excel, particularly related to charts, tables, and graphs, presentation-quality reports, and highly-organized data. Ability to read, analyze, and interpret relevant business, professional and financial documents, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals, and effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize and maintain confidentiality as appropriate. Proficient in MS Window operating system. Pleasant personality (i.e., speaking to people on the phone, visitors and staff). Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Ability to work independently or in a team-oriented environment. 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. 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.