



ROCK
C H U R C H

SAMPLE JOB DESCRIPTION

Position: **Administrative Assistant**
Reports to: **Manager or Director**
Position Status: **Full-Time, Exempt**

Department : **Varies**
Effective: **Ongoing**
Replaces: **NA**
Position Number: **RC - 38 - 10**
Posting Date: **Ongoing**
1st Closing Date: **NA**

Position Summary: The Administrative Assistant provides administrative assistance to the department. The Administrative Assistant works under the direct supervision of the department manager or director.

Job Responsibilities and Duties:

1. Reads, analyzes and routes incoming mail. Prepares outgoing mail and correspondence, including emails and faxes.
2. Interfaces with appropriate departments on relevant tasks or projects.
3. Liaison to staff, community, visitors, associates, outside organizations, and outside vendors.
4. Provides recommendations and proposed solutions to administrative issues.
5. Maintains calendar and appointments including meetings, events, and conferences.
6. Coordinates travel (flights, hotels, rental car, etc.).
7. Prepares pertinent information for appointments, meetings and travel.
8. Organizes and maintains file system and files correspondence and other records.
9. Answers and screens telephone calls and arranges conference calls.
10. Greets visitors and determines whether they should be given access to specific individuals.
11. Conducts research, compiles and prepares statistical reports.
12. Executes projects and on-demand tasks with project management skills.
13. Handles a wide variety of situations and conflict with discernment and humility.
14. Relies on experience and judgment to accomplish strategic goals.
15. Holds regular weekly meeting with volunteer team to receive project status reports and assign new tasks and reports back on progress of the team.
16. Provides recommendations and proposed solutions to administrative issues.

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 department manager or director.

Job Skills and Requirements:

1. Bachelor's degree in a related field is preferred but not required.
2. Three to five years related experience and/or training; or equivalent combination of education and experience.
3. Must be able to maintain confidentiality.
4. 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.
5. 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.
6. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the department.
7. 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.
8. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
9. Ability to be firm but gracious in dealing with staff and ministry leaders.

10. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
11. 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.
12. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
13. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

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 Strategic Ministry Model.
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.

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.