



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Executive Project Manager**  
Reports to: **Senior Executive**  
Position Status: **Full-Time, Exempt**

Department : **Executive**  
Effective: **November 2010**  
Replaces: **New Position**  
Position Number: **RC - 43 -10**  
Posting Date: **November 18, 2010**  
1<sup>st</sup> Closing Date: **November 25, 2010**

**Position Summary:** The Executive Project Manager plays a pivotal role in the execution of the strategic plan by ensuring organization of key projects and engagements. This position maintains a standard of excellence in fast-paced, fluid working environment and is responsible to anticipate needs of the executive and organization in order to prepare for, attend and follow up on all meetings and events. The Executive Project Manager works under the direct supervision of the Senior Executive.

**Job Responsibilities and Duties:**

1. Understand the Rock's mission, vision, purpose and goals at a high level. Be proactive in suggesting and seeking out and creating opportunities to increase effectiveness in executing the strategic plan.
2. Network with high capacity individuals to foster relationships that increase the reach and effectiveness of the ministry.
3. Manage and complete advance work relating to projects and responsibilities across the entire enterprise (Rock Church, Miles Ahead, Do Something World, Miles McPherson Ministries) and follow up to bring necessary focus to life.
4. Recommend, develop and execute communication strategies and tactics in support of the strategic plan.
5. Partner with Rock Marketing and Communications Team and/or external PR Firm to prepare and distribute press releases and media advisories as needed.
6. Prepare for all meetings (via briefing sheets, advance work, etc).
7. Prepare reports, memos, letters and other documents using word processing, spreadsheet, database or presentation software.
8. Assist Executive Execution Team by following up on relevant deliverables and response to information and communication systems.
9. Work closely with the Executive Execution Team to develop and drive the execution of key learning systems including identifying opportunities around the enterprise.
10. Coordinate technology, volunteer and resource needs in advance of all engagements.
11. Travel on ministry-related (speaking, outreach, missions) engagements; manages all needs on the road related to: travel, sound, product, book signings, photo/video documentation, and follow-up.
12. Manage the shipping, receiving, sales and inventory of all ministry materials used at outside engagements.
13. Assist with other initiatives, including but not limited to, writing, media events, and engagements.
14. Confer with staff at a chosen event site to coordinate details.
15. Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.

16. Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
17. Consult with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.

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 Senior Executive.

### **Job Skills and Requirements:**

1. Bachelor's degree preferred.
2. Three to five years of executive support experience supporting a director level and above required.
3. Three to five years of project management experience.
4. Must be extremely flexible, able to work weekends or late hours on evenings as needed.
5. Ability and willingness to travel frequently, sometimes multiple times a week.
6. Ability to apply common sense and clear understanding to carry out instructions furnished in written, oral or diagram form.
7. Must possess strong computer skills including typing/keyboarding (55-60 wpm), proficiency with spreadsheets, databases, word processing software and in particular, Windows-based software (Outlook, Excel, Word, PowerPoint, and Publisher). Willingness to learn new technology or other skills (i.e. Wufoo, Google docs).
8. Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
9. 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.
10. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
11. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
12. Ability to recognize and maintain confidentiality as appropriate.
13. Proficient in MS Windows operating system, mainly Excel.
14. Critical thinking skills, including the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
15. Ability to establish interpersonal relationships, develop constructive and cooperative working relationships, and maintain them over time.
16. Excellent external communication skills, including the ability to communicate with people outside the organization, represent the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

## **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.