



**ROCK**  
C H U R C H

### JOB DESCRIPTION

**Position:** Events Assistant

**Reports to:** Events Manager

**Position Status:** Part-Time, Non-Exempt

**Department:** Creative

**Effective:** January 2013

**Replaces:** All Previous

**Position Number:** RC-36-12

**Posting Date:** 12/6/2012

**1<sup>st</sup> Closing Date:** 12/13/2012

### Position Summary:

The Events Assistant supports all internal and external large events at the Rock Church. In addition, this position assists in managing the Events Ministry by providing administrative support and communicating with volunteers and staff. Incumbent reports directly to the Events Manager.

### Job Responsibilities and Duties:

1. Assists Events Manager with incoming calls and requests regarding event requests, as well as follows up with contacts and volunteers in a timely manner.
2. Serves as liaison between Events Manager and external event coordinators as well as the Rock Academy Events.
3. Identifies potential problems and creates contingency plans based on event.
4. Reviews riders, handles ticketing and will call, reserves rooms, assists in creating day of itinerary, and organizes volunteer meals for events.
5. Ensures event facility requirements are met by collaborating with Stewardship Director, Rock Academy, COO, and various community partners.
6. Communicates with ministries impacted by use of facility for events.
7. Coordinates travel and lodging for guest speakers on Sundays.
8. Sends weekly emails to connect with Event Volunteers and coordinates quarterly trainings and fellowship events.
9. Responsible for reserving rooms, scheduling meetings with clients, scheduling and attending site visits, and sends follow up notes and thank you cards to Vendors.
10. Assists in supporting all internal and external events including memorial services.

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 Events Manager.

### Job Skills and Requirements:

1. One to two years of administrative work required.
2. One to three years experience in event planning preferred.
3. One to two years of volunteer involvement in Events Ministry or related ministry preferred.
4. Experience working with Production Crew & equipment preferred.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

6. 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.
7. 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.
8. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
9. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
10. Ability to recognize and maintain confidentiality as appropriate.
11. Proficient in MS Windows operating system.

**Employee Expectations:**

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 Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings and events as needed. This includes serving at Good Friday, Easter and Christmas services.
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.

**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 an 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.