

Job Opportunity



Competitive

Position: Administrative Assistant

Job Vacancy Notice#: RC-12-05

Location: The Rock Church – Children’s Ministry

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 11 April 2005

Closing Date: Open Until Filled
1st Cut-Off Date 22 April 2005

Area of Consideration: All Sources

Brief Description of Major Duties: The Children’s 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 Children’s Ministry. Performs general office duties, such as filing, copying, typing, organizing, answering phones, and making general ministry phone calls, etc. Prepares monthly petty cash reports. Tracks weekly attendance of volunteers and children. Maintains supply room, orders supplies and supply runs as necessary. Maintains the calendar, databases and website for Children’s Ministry. Prepares various mailing related to the ministry. Maintains the Parent of the Week program. Reviews and processes service evaluation slips from each class/service. Prepares weekly slideshow for Sunday planning meetings. Assists in the planning of special events. Assists in the design and development of brochures, training materials, posters, Rock TV and other promotional spots/advertising. Assists in the recruitment of potential volunteers who respond to various recruiting strategies. Processes all new volunteers and assists in the assimilation strategies. Assists in the oversight of weekend service operations. Assists the Children’s Ministry Director in planning and vision casting for the department.

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 (or willing to transfer membership to 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: visit the website at www.therocksandiego.org to download the application; 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.