

Job Opportunity



Competitive

Position: Production Administrator **Job Vacancy Notice#:** RC-14-05

Location: The Rock Church – Miles Ahead Ministries

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 18 April 2005

Closing Date: Open Until Filled
1st Cut-Off Date 27 April 2005

Area of Consideration: All Sources

Brief Description of Major Duties: This person will be responsible for coordinating all administrative aspects of the Miles Ahead projects including, but not limited to, the golf tournament and banquet, TV show, and website. Coordinate and/or oversee the story research process for the TV show by recruiting talent, gathering contact information, and coordinating information with the production teams. Incumbent will be the primary point of contact with Outside the Box Ministries and the video production team—respond to and relay information pertaining to their requests and needs. Coordinate and communicate with all other Miles Ahead staff. Maintain the Miles Ahead calendar and communicate deadlines to the parties involved. Create content and coordinate its execution for website. Manage the production process of all print media and merchandise needed for Miles Ahead projects. Organize and coordinate the logistical, production, and marketing efforts needed to produce the annual golf tournament/banquet and other fund raising or special events, providing direction to team(s) when needed.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Must be gifted in administration and possess two to three years of administrative experience in production, special projects or communication. A 4 year college degree is preferred. Two to three years of experience in the field of production, special projects or communication preferred. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities. Must be self-motivated and able to take a task or project and running with in through completion. Excellent communicator: must be able to articulate clearly both in spoken and written form. Demonstrated ability to research and produce the answers. Ability to multi-task and keep track several projects at once. Wisdom to work within, discern, and negotiate the unique long-distance relationship with Outside the Box Ministries while working inside the Rock Church offices. Computer literate with multiple programs. 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.

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.