

Job Opportunity



Competitive

Position: Save Ministry Administrator

Job Vacancy Notice#: RC-13-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 9 April 2008

Closing Date: 16 April 2008

Area of Consideration: All areas.

Brief Description of Major Duties: The purpose of the Save Ministry Department Administrator is to coordinate and promote all ministry events, help maintain ministry's financial integrity, and assist the Save Ministry Department Head Pastor.

Qualifications & Requirements: Serves as a liaison and shared administrator between ministry leaders within the Save Department. Possesses and demonstrates strong communication and presentation skills. Communicates department events to Rock Ministries, the church body, and outside agencies and distributing promotional and information materials. Oversee production of promotional materials for ministry events: flyers, promo cards, web graphics, registration brochures, and bulletin graphics. Assists in the planning and administration of events and programs and coordinate department's calendar. Prepares financial, operational, and statistical reports and event proposals for Executive Team. Markets ministry online: manage ministry website, update ministry events on web calendar, and create content and graphics for e-news bulletins. Performs general office duties: ordering supplies, bookkeeping, and preparing agendas. Manages database of ministry contacts and distribution lists. Serves as first point of contact and registrar for all ministry events. Assists in the preparation of annual Ministry Action Plan.

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 Save Ministry Department Head.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Ability to work independently or in a team-oriented environment. Ability to use good judgment and experience in conflict resolution. Ability to manage budget with financial stewardship. Experience promoting events. Advanced computer literacy in MS Window operating system, MS Word, MS Excel, MS Publisher, Internet e-mail, and Internet usage. Multimedia literacy preferred: Photoshop, Illustrator, html/web programming. Youth Culture expert. Great attention to detail and strong proofreading skills. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Maintains a Class C Driver's License and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than 2 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. Regular attendee of 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 please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.