



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Executive Assistant to Equipping Pastor**

Reports to: **Equipping Pastor**

Position Status: **Full-Time, Exempt**

Department : **Equip**
Effective: **July 2009**
Replaces: **New Position**
Position Number: **RC-18-09**
Posting Date: **July 24, 2009**
1st Closing Date: **July 31, 2009**

Position Summary:

The Executive Assistant position exists to oversee the administrative function of the Pastoral offices, execute projects, and act as a liaison between the Equipping Pastor and others in order to care of the Rock staff, pastors, church members and visitors.

Job Responsibilities and Duties:

1. Liaison to the staff, congregants, visitors, associates, outside organizations, and media (meeting requests, interviews, questions, approvals, etc.).
2. Provides wide-ranging support to the Equipping Pastor, serving as a representation of the Equipping Pastor and Rock leadership.
3. Maintains Equipping Pastor's calendar and updates as appropriate.
4. Schedules appointments including meetings, events, speaking engagements, and conferences.
5. Coordinates travel (flights, hotels, rental car, etc).
6. Prepares pertinent information (i.e. directions, confirmation number, backup documents, background info) for appointments and travel.
7. Executes projects and on-demand tasks.
8. Oversees ongoing and day-to-day duties and office responsibilities and delegates appropriately to volunteers when able.
9. Actively engages with other executive assistants to complete projects and prepare for executive team meetings.
10. Participates in regular meetings with Equip Department Heads and Equipping Pastor to receive project status reports and assign new tasks, and reports back on progress.
11. Provides recommendations and proposed solutions to administrative issues.
12. Interfaces with appropriate departments on relevant tasks or projects.
13. Assists with the planning and execution of the Do Something Conferences, as needed.
14. Handles a wide variety of situations and conflict with discernment and humility.
15. Relies on experience and judgment to accomplish strategic goals.

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 Equipping Pastor or pastoral staff.

Job Skills and Requirements:

1. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
2. Christ-centered work ethic in all areas of administration.
3. Commitment to excellence in all aspects of ministry.
4. Responsible for confidential and time-sensitive material.

5. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
6. Possesses excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
7. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
8. Self-motivated and creative.
9. Excellent communication and interpersonal skills.
10. Outstanding English composition and editorial skills.
11. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
12. Possesses strong leadership skills and the ability to delegate tasks appropriately.
13. Must be able to work efficiently in team situations as well as independently.
14. Ability to communicate and establish working relationships with all levels of people.
15. Flexible in nature to handle other duties and special projects as needed.
16. Ability to analyze and resolve specific problems.
17. Ability to work independently or in a team-oriented environment.

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 Governance system.
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.